

**REQUEST FOR PROPOSALS**

**FOR**

**2<sup>ND</sup> DISTRICT POLICE STATION SITE  
7359 WISCONSIN AVENUE  
BETHESDA, MARYLAND**



**ISSUED BY:**

**MONTGOMERY COUNTY GOVERNMENT  
DEPARTMENT OF GENERAL SERVICES  
101 MONROE STREET, 11<sup>TH</sup> FLOOR  
ROCKVILLE, MARYLAND 20850**

**RESPONSES DUE BY: OCTOBER 10, 2008; 2:00 PM**

**MONTGOMERY COUNTY GOVERNMENT  
ISIAH LEGGETT, COUNTY EXECUTIVE**

**2<sup>ND</sup> DISTRICT POLICE STATION SITE  
REQUEST FOR PROPOSALS**

**TABLE OF CONTENTS**

- I. Overview**
- II. Objectives**
- III. Site Location and Description**
- IV. Zoning**
- V. Submission Requirements**
- VI. Evaluation Criteria**
- VII. Administration of the REOI**
- VIII. Submittal Instructions**
- IX. Optional Pre-Submission Conference and Tour**
- X. Conditions and Limitations**
- XI. Minority, Female and Disabled Participation**

**August 8, 2008**

**I. Overview**

Montgomery County, Maryland through its Department of General Services, (“County”) is requesting proposals from qualified development teams to develop a key parcel located at 7359 Wisconsin Avenue in downtown Bethesda, Maryland, currently improved by a 21,400 square feet County police station and adjacent parking lot (the “Site”).

**II. Objectives**

The County is seeking development proposals (“Proposals”) for the Site that through the long-term lease or sale of the Site, as described below, will achieve the following objectives:

1. The County currently uses the Site for the 2<sup>nd</sup> District Police Station (the “Station”), which includes one improved structure and surface level parking. The current Station was built more than 50 years ago and is in need of significant capital improvements or replacement. Proposals submitted in response to this Request for Proposals (“RFP”) may propose the inclusion of the Station on the Site as part of a mixed-use development, in which case the Proposal for any private use to be made of the Site should be through a long term lease. Alternatively, a Proposal may provide for a new Station to be built on another site in Bethesda’s Central Business District that the Proposer either owns or controls, in which case the County is to be provided with fee simple title to the land and improvements. Under this scenario, the County will consider a fee simple conveyance of the Site. If the new Station is built as part of a mixed-use development on the Site, the Proposer must articulate how the Station will be separated from the other uses in a safe and secure manner. The minimum Program of Requirements for the new Station is included under Exhibit A to this RFP.
2. The County has an interest in increasing the amount of affordable housing throughout the County, including Bethesda. Any Proposal that includes a housing component shall include a minimum of 20% affordable housing units at 60% area median income, in addition to any Moderately Priced Dwelling Units (“MPDUs”) required for residential developments under the Optional Method of Development.
3. The proposed development (including other sites if applicable) must be of a high quality consistent with the quality of projects built or under development in the Central Business District (“CBD”) of Bethesda.

### III. Site Location and Description

The Site is located at 7359 Wisconsin Avenue at the corner of Wisconsin Avenue and Montgomery Avenue in downtown Bethesda. The Site is comprised of parts of three lots (Lots 7, 8 and 9) totaling approximately 21,400 ground square feet in area. The Site is currently improved by the Montgomery County Police Department's 2<sup>nd</sup> District Police Station. A site survey is included under Exhibit B to this RFP.

The Site benefits from visibility by frontage on both Wisconsin and Montgomery Avenues, immediate access to East-West Highway (MD 410) as well as close proximity to the Washington Capital Beltway I-495. The Site is also conveniently located approximately 100 yards from the Washington Metropolitan Area Transit Authority's ("WMATA") Bethesda Rail Station (Red Line). The County and WMATA also both operate bus routes along Wisconsin Avenue, Montgomery Avenue and East-West Highway (MD 410).

The Site is located in the Bethesda Central Business District and the Bethesda Parking Lot District and is benefitted by the services of the Bethesda Urban Partnership.



Front View of Property (looking East from Wisconsin Avenue)

#### **IV. Zoning**

The Site is zoned CBD-2 with a FAR of 2.0 under the Standard Method of Development and up to 5.0 under the Optional Method of Development. It is located in the Metro Core District (“Core”) in the center of downtown Bethesda. The Core contains the highest intensities of building and the largest concentration of employees. It is also a major transportation hub. The Core is primarily a commercial area, containing both retail and office uses. Recently, mixed-use residential and retail developments have also been built in the Core.

The Bethesda Central Business District Sector Plan recommends optional method employment uses on most CBD-2 sites at 4.0 FAR. Optional method residential uses also allows up to 5.0 FAR. Any development on the Site would be governed by the Bethesda CBD Sector Plan. Proposers are encouraged to familiarize themselves with the Sector Plan to determine optimal use of the Site and conformance to local land uses.

#### **V. Submission Requirements**

All Proposals must provide a thoughtful development concept and explanation of key factors and milestones for its successful implementation. The County reserves the right to request additional information during the RFP review period.

**FAILURE OF A PROPOSER TO SUBMIT ALL REQUIRED INFORMATION MAY RENDER THE PROPOSAL INCOMPLETE AND INELIGIBLE FOR FURTHER CONSIDERATION.**

The Proposal must include the following elements:

1. Cover: The cover should contain the RFP title, the Proposer’s name and the submission date.
2. Transmittal Letter: The transmittal letter should not exceed two pages and should contain:
  - A. The name, title and contact information of the individual with authority to bind the Proposer. This person should also sign the transmittal letter.
  - B. The address and legal form of the Proposer. If a joint venture is involved, provide the above information for all participating firms.
  - C. Statement that the Proposal will remain in effect for 120 days after the due date.

- D. Statement acknowledging receipt of each addendum that the County may issue to the RFP.
- E. Statement that, if selected, the Proposer will negotiate in good faith with the County.

3. Statement of Qualifications:

- A. *Background Information:* A description of the Proposer, including the organizational structure, identification of principals, and length of time in business. For purposes of this RFP and this Section 3, if the Proposer is a joint venture, information for each entity should be furnished as well as an explanation of why a joint venture is the preferred mechanism for development.
- B. *Financial Capability:* A description of the Proposer's financial capability to complete the proposed project including, "typical" financing mechanisms used on similar projects. This section should provide evidence of the Proposer's ability to obtain sufficient financing for the project. This section should also include the most current twelve-month financial statements, including balance sheets, income statements for the past two fiscal years.
- C. *Project Experience:* Description of the Proposer's experience with similar developments. This information should clearly describe the financial structures and size of those projects, where it is located and when it was completed; if not yet complete, Proposer should include expected completion date. In addition, provide the name and telephone number of representative(s) for each project.
- D. *References:* Include names and addresses of at least three commercial or institutional credit references for the Proposer and any member of a proposed joint venture and a letter from each of the credit references authorizing them to respond to inquiries from the County.

4. Project Vision: This section should describe the Proposer's vision for the project and how this vision meets the County's objectives. This vision should identify the following:

- A. Milestones necessary to implement the vision (pre-development, land use approvals, etc);
- B. Concept plan that illustrates the proposed development plan, layout, square footage (including gross measured area, rentable area, and useable area), and other characteristics of the development, including building height and density;
- C. Project budget showing sources and uses of development funds and 15-year operating pro forma. The pro forma must include cost, revenue and inflation assumptions, as follows:
  - Pre-development costs;

- Soft and hard costs, including cost to build the new Station;
- Infrastructure costs; and
- Cash flows to the developer and the County

Any assumptions/projections regarding stabilized rents or when stabilized rents will be achieved should be specified. Estimates of the project's asset value to the Proposer and to the County should be included. In addition to providing a hard copy of the budget, the Proposal should include a soft copy in Excel format on a CD-ROM.

- D. A proposed ownership structure; and
- E. A statement of whether the proposed development is contingent on any County or State government action (e.g., regulation changes, public funding-grants, loans), etc. and a listing of these contingencies.

5. Electronic Files: One copy of the entire Proposal shall be submitted in PDF format on a CD-ROM as one single file

## **VI. Evaluation Criteria**

Upon receipt of the Proposals, the County's Qualification and Selection Committee ("QSC") will review and evaluate the Proposals in accordance with the criteria listed below. Interviews may be conducted with development teams. The selection committee's decisions and recommendations will be consensus-based.

The County's goal is to select the best Proposal from the most qualified Proposer that meets the County's objectives for this key site. The following evaluation criteria will help the County achieve its objectives for the Site:

- |    |   |           |
|----|---|-----------|
| 1. | Overall quality of the development vision:                | 20 points |
| 2. | Meeting of County's objectives for the Site:              | 40 points |
| 3. | Expertise and financial capacity to implement the vision: | 15 points |
| 4. | Overall benefit to the County:                            | 15 points |
| 5. | Proposed timeframe for completion of the development:     | 10 points |

## **VII. Administration of the RFP**

Proposals are due by 2:00 pm on October 10, 2008. If a Memorandum of Understanding or other form of agreement acceptable to the County cannot be successfully negotiated with the top-ranked Proposer, the County may proceed to negotiate with the Proposer that submitted the next highest ranked Proposal. Alternatively, and in the County's discretion, until an initial letter of intent or

memorandum of understanding is entered into, the County may elect to negotiate with more than one Proposer at a time.

Any amendments to the RFP will be posted on Department of General Services' website which can be located through the County's website at [www.montgomerycountymd.gov](http://www.montgomerycountymd.gov).

The County expects the RFP to meet the following schedule, but reserves the right to amend this schedule or, in its sole discretion, to cancel the solicitation at any time.

|                                  |  |
|----------------------------------|--|
| RFP Release                      | August 8, 2008                         |
| Site Tour/Pre-Submission Meeting | September 10, 2008 ( <i>Optional</i> ) |
| Deadline for Questions           | September 24, 2008                     |
| <b>Proposals Due</b>             | <b>October 10, 2008</b>                |
| Candidate Interviews             | November 2008                          |
| Selection                        | December 2008                          |

#### **VIII. Submittal Instructions**

All Proposals shall include one original and seven (7) copies in 8½" by 11" format with no smaller than 11-point font; not exceed 25 pages, not including credit references, Letters of Intent ("LOIs"), Memoranda of Understanding ("MOUs"), renderings, excel-based worksheets/models, tables, charts, etc. Submissions must be bound and sealed, and must be mailed or delivered to:

James Stiles  
Acting Chief  
Division of Building Design and Construction  
Montgomery County Department of General Services  
101 Monroe Avenue, 11<sup>th</sup> Floor  
Rockville, MD 20850

The envelope must state "2<sup>nd</sup> Police District Station RFP." Written Proposals will be evaluated upon only what is submitted, and it is incumbent upon the Proposer to submit sufficient information to enable the County to fully evaluate the Proposer's capabilities and experience. Proposals to this RFP received after the date and time specified are considered late and may not be considered. The County will not accept fax Proposals or Proposals sent via e-mail. Unless requested by the County, additional information cannot be submitted by the Proposer after the deadline set for receipt of Proposals. Proposer will be notified in writing of any change in the specifications contained in this RFP.

By submitting a Proposal, the Proposer agrees that its Proposal may not be modified, withdrawn or canceled by the Proposer for one hundred twenty (120) days following



the time and date designated for the receipt of Proposals in this RFP or in any amendments hereto.

Prior to the time and date designated for receipt of Proposals, Proposals submitted early may be modified or withdrawn only by notice to the County receiving Proposals at the place and prior to the time designated for receipt of Proposals.

Timely modifications or withdrawals of a Proposal must be in writing and must be received by the County on or before the date and time set for receipt of Proposals.

Withdrawn Proposals may be resubmitted up to the time designated for the receipt of Proposals provided that they are then fully in conformance with the RFP.

## **IX. Optional Pre-Submission Conference & Tour**

There will be an optional pre-submission conference on September 10, 2008. The conference will begin at 2:00 pm. at the conference room at the 2<sup>nd</sup> District Police Station; 7359 Wisconsin Avenue, Bethesda Maryland. An optional pre-submission site tour will take place immediately following the conference. The County will not provide transportation to or from the Site.

## **X. Conditions and Limitations**

The County reserves the right to reject any or all Proposals submitted in response to this RFP, advertise for new Proposals, or to accept any Proposal deemed to be in the best interest of the County. A Proposal submitted in response to this RFP does not constitute a contract and does not indicate or otherwise reflect a commitment of any kind on behalf of the County. Furthermore, this RFP does not represent a commitment or offer by the County to enter into an agreement with a Proposer or to pay any costs incurred in the preparation or submission of a Proposal to this RFP. Furthermore, this RFP does not commit the County to pay for costs incurred in the negotiation or other work in preparation of, or related to, a final agreement between the selected Proposer and the County.

Any commitment made by the County will be subject to the appropriation of funds by the Montgomery County Council to carry out any such commitments and the execution of a contract acceptable to the County.

Questions regarding the RFP should be directed, via email, to James Stiles at the County [james.stiles@montgomerycountymd.gov](mailto:james.stiles@montgomerycountymd.gov) or fax 240-777-7289.

All questions, and the responses from the County, will be posted on County's website. The Proposals and any information made a part of the Proposals will become a part of

the project's official files. The County is not obligated to return the responses to the Responders. This RFP and the selected team's response to this RFP may, by reference, become a part of any formal agreement between the Responder and the County.

The County reserves the right, in its sole and absolute discretion, to reject any and all Proposals received in response to this RFP and to cancel this RFP at any time, for any or no reason, prior to entering into a formal contract. The County further reserves the right to request clarification of information provided in Proposals submitted in response to this RFP without changing the terms of this RFP.

If a Proposer contends that any part of its Proposal is proprietary or confidential and, therefore, is limited to disclosure under the Maryland Public Information Act, Md. Code Ann. State Gov't §§10-611 *et seq.* (the "MPIA"), the Proposer must identify all information that is confidential or proprietary and provide justification for why such materials should not be disclosed by the County under the MPIA. The County, as custodian of Proposals submitted in response to this RFP, reserves the right to determine whether or not material deemed proprietary or confidential by the Proposer is, in fact, proprietary or confidential as required by the MPIA, or if the MPIA permits nondisclosure. The County will favor disclosure of all Proposals in response to any request for disclosure made under the MPIA.

Proposers must familiarize themselves with the Site and form their own opinions as to suitability for any proposed development on the Site. The County makes no representations as to the Site. The County assumes no responsibility for site conditions including, but not limited to, environmental and soil conditions on the Site. Proposers are responsible for their own background investigation as to restrictions, if any, bearing upon title, zoning, subdivision, transportation, developability, utilities, and physical conditions at the Site. Soils tests and other invasive tests may not be conducted upon the Site during the RFP stage.

Proposers are subject to the provisions of law pertaining to ethics in public contracting including but not limited to the provisions of Montgomery County Code Chapter 11B, Article XII and the applicable provisions of Chapter 19A.

## **XI. Minority, Female and Disabled Participation**

The County encourages contracting and development opportunities with business interests reflecting its diverse population and interests. Therefore, the County encourages Proposers to include where possible meaningful minority, female and disabled ("MFD") participation in the proposed project. This participation could include, but not be limited to, the Proposer teaming with MFD developers, builders and/or subcontractors for the proposed project.

**EXHIBIT A  
TO  
REQUEST FOR PROPOSALS  
FOR  
2<sup>ND</sup> DISTRICT POLICE STATION SITE  
7359 WISCONSIN AVENUE  
BETHESDA, MARYLAND**

**PROGRAM OF REQUIREMENTS**

# PROGRAM OF REQUIREMENTS

FOR

*The Second District Police Station*



## *Signature Page*

Approved: \_\_\_\_\_  
Joseph Beach, Director  
Office of Management and Budget  
Date \_\_\_\_\_

Approved: \_\_\_\_\_  
Bruce Johnston, Chief  
Division of Capital Development  
Department of Public Works and Transportation  
Date \_\_\_\_\_

Approved: \_\_\_\_\_  
Al Roshdieh, Chief  
Division of Operations  
Department of Public Works and Transportation  
Date \_\_\_\_\_

Approved: \_\_\_\_\_  
Debra Snead, Director  
Bethesda  
Regional Services Center  
Date \_\_\_\_\_

Approved: \_\_\_\_\_  
E. Steven Emanuel, Director  
Department of Technology Services  
Date \_\_\_\_\_

Approved: \_\_\_\_\_  
Max Stuckey, Chief  
Department of Technology Services, Enterprise Telecommunications Division  
Date \_\_\_\_\_

Approved: \_\_\_\_\_  
J. Thomas Manger, Chief of Police  
Montgomery County Department of Police  
Date \_\_\_\_\_

---

## **TABLE OF CONTENTS**

### **SIGNATURE PAGE**

|   |           |
|---|-----------|
| <b>Introduction and Statement of Needs .....</b>                    | <b>2</b>  |
| <b>Project Summary/Master Plan/Community Policing/General .....</b> | <b>3</b>  |
| <b>Component Facility Descriptions .....</b>                        | <b>6</b>  |
| <b>Facility Program .....</b>                                       | <b>8</b>  |
| <b>General Building Design Issues .....</b>                         | <b>10</b> |
| <b>Detailed Room Requirements .....</b>                             | <b>12</b> |
| <b>Energy Program of Requirements .....</b>                         | <b>77</b> |
| <b>Appendix.....</b>  | <b>79</b> |

## PROGRAM OF REQUIREMENTS

### 2nd District Police Station

#### I. INTRODUCTION AND STATEMENT OF NEED

---

**Introduction** – The Montgomery County Police Department serves a large, diverse suburban community. The Bethesda District Police Station/District is near the middle of the county. The community served is diverse and growing. Growth in the area includes: infill residential development, office construction, and retail/commerce.

The Montgomery County Police Department (MCPD) functions under the community policing philosophy, which strives to disperse as many police resources as practical throughout the service area. It also involves having the same staff persons work in the same area at the same time of day (to the extent possible) so that police staff will come to know the area they patrol, and the community will come to recognize local police staff. Community involvement and goodwill are elements which have been cultivated and remain a high priority.

Effective Police management techniques based on crime patterns, population, calls-for-service, and geography and have resulted in a division of the county service area into six separate policing districts:

- 1<sup>st</sup> Rockville
- 2<sup>nd</sup> Bethesda
- 3<sup>rd</sup> Silver Spring
- 4<sup>th</sup> Wheaton
- 5<sup>th</sup> Germantown
- 6<sup>th</sup> Gaithersburg-Montgomery Village

All calls for police service come in through the central 911 center operated by MCPD and the Montgomery County Department of Fire and Rescue Services (MCDFRS). While these areas are continuously studied and re-balanced based on calls-for-service and trends in the districts, the long term plan for MCPD is to continue to operate six districts into the future.

The Bethesda District Station (the current facility) was designed and constructed in 1961. The building is a low-rise building of three stories and a basement. The building size is about 21,400 square feet. The land/site where the facility is located is owned by Montgomery County and is 19,453 square feet zoned CBD-2. As now configured, there are only 23 dedicated spaces on the site. Most staff park across the street in the public garage. This building is too small to support the size of the current staff, lacks features needed, requires additional site/building security, and does not meet current ADA compliance guidelines. The current HVAC system is old. It is frequently non-functional; and the lack of cooling in the summer has contributed to a mold problem in the building.

The site is however, convenient, accessible by Ride-On buses and METRO, and is located in the center of the Bethesda business district. Although the site is small, it is envisioned that a station and a parking structure can be designed to fit the site, and because the zoning in the Bethesda area permits high rise construction, it is possible that a private or public partner might also benefit from the central location and this could be incorporated into the design of the station to better maximize use of the site.

### **Project Summary**

This document focuses on the building elements required by current Police staff and that should be included in any facility designed to replace the existing Bethesda District Station.

This Program of Requirements (POR) lists the anticipated requirements of the station, along with the projected staffing and area requirements. It identifies the basic operational requirements of the station including:

- a projected site size and general site constraints;
- general building size and operational requirements;
- interdepartmental building and site adjacencies;
- parking requirements - both secure and non-secure for staff and visitors.



**POR Relationship to County Police Facilities Master Plan:** This POR documents the findings of the County Police Facilities Plan. As illustrated in the plan, the County is projected to continue to grow from the current size to a population of over a million by 2020. This growth is expected to result in continued demand for Police services with a moderate, but steady increase in citizen calls-for-service. This County growth will necessitate additional patrol staff and the need for additional District Station space for years into the future.

**Enhancement of Community-Based Policing Programs:** All current and future operational plans for the MCPD include the continuation and strengthening of community-based services. The current MCPD District Police Station does not have adequate space to provide the services that would compliment this philosophy of community service delivery. Community policing involves community meetings, community presentations, and programs offered in the Police District Station to communicate with, and educate and inform the public. As shown in this POR the new District Stations will have specially designed flex space that will allow Police staff to offer community programs. These spaces will enhance the district's evolving community-based policing program. It is anticipated that all future police facilities will include public meeting rooms to facilitate police-community relations. In addition, District stations will be specifically organized to provide for citizen access to certain areas of the station and provide secure working areas for police staff in the rest of the station. Only those functions that are truly necessary to local police operations will be located in the District station, thereby improving District Station operational efficiency. Each District Station will be equipped with the facilities to receive remote broadcasts and distance learning from the training academy and this will reduce some of the travel time to and from the Public Services Training Academy and to other outside training sites. The department's operational efficiency will be enhanced because office modules within the patrol facilities will be programmed to specifically accommodate geographic Beat Team supervision and programmed flex space will allow for some staff growth without impacting the current program, these changes will facilitate improved coordination and teamwork. New and properly designed facilities will have a positive impact on officer morale and fully optimize other police initiatives such as geographic policing and Public Safety 2000 resources.

**General Operational Description:** District Stations are the center of police services for each district. They provide the base of support facilities for all District Beat Teams and serve as the “parent facility” for all satellite facilities. The District Station operates 24 hours a day, 7 days a week, on a continuous basis. As planned, the main lobby of the new station will be accessible to the public 24 hours a day and the department is exploring the possibility of providing other services such as an ATM machine and telephones in the lobbies to enhance the station as a public service location for all county citizens.

This new District Station will include space for the following operations:

- District community outreach programs/general services for the public such as accident reports and finger prints
- District patrol space and locker rooms
- District administrative offices
- Criminal investigations/detective/victim witness area
- Temporary holding space for evidence
- Temporary holding space for arrestees (until transportation to the central processing unit can be arranged)
- Secure outdoor space for police fleet vehicles
- Space for roll-call, and report writing, and in-service training
- Space for temporary detention of juveniles (until transport can be arranged to the juvenile assessment center)
- Space for the motor squad and bike squad
- Outdoor storage for flares, traffic tools (such as cones and safety trailers) and large items of evidence
- Citizen services will be provided in office in lobby and in space inside secure areas of station depending on need.

### **Component Facility Descriptions**

The Community Policing approach taken by the MCPD is executed using six different facility types in varying numbers throughout the County. The facilities operated by MCPD include:

- Headquarters
- Central Processing Unit
- District Station
- Substation
- Satellite
- Drop-In

An overview of each type of facility is provided below, followed by a more detailed description of the substation, as defined by the Montgomery County Police Facilities Plan.

- **Headquarters - Central Police Management:** Headquarters houses many centralized functions for the department. The lobby and other public areas are secure, and entrance to the internal building is via a scan card. Police management, the Chief, and the three Assistant Chiefs have offices here, as well as Management and Budget, the Crime Laboratory, Major Crimes, Personnel, Crime Analysis and other operations. Headquarters operates from 8:00 AM to 4:30 PM Monday through Friday for citizen needs. Employees work in several shifts and have access to and use the building on a 24 hour-a-day basis.
- **Central Processing Unit (CPU):** This is the main arrest facility for the County. It operates 24 hours and is adjacent to the Seven Locks Road Detention Center. Most all District Station adult arrests are processed in this central location. The County Department of Corrections and Rehabilitation operates the CPU. MCPD and other law enforcement agencies in the County use the CPU to process adult arrests.
- **District Station:** District Stations are the central locations for district police activities. Commanded by a Captain, a district station has the capacity to provide the full range of police public access, arrest and detention facilities, investigative offices, and provides storage for evidence. There are also spaces for report writing and meeting rooms. District Station Communications operate on a dedicated radio channel.
- **Substation:** A substation is envisioned as a keystone to serve in the development of and transition to, a new District Station. A substation can be housed in office space and is subordinate to and supportive of, the operations of a District Station. A substation provides a base of operations for a patrol beat team or some other form of geographic field deployment. Limited arrest and detainment facilities exist within the substation, although the majority of arrests are handled through the CPU. A substation provides some public services during the normal working

hours of the beat team, but does not provide the same level of services as a District Station, usually due to lack of space or lack of staff. The substation is capable of providing limited full-service (restricted by either time or function) to a geographic region of the county. In most cases, a Lieutenant commands the facility and he/she has limited support and/or administrative staff. Substation communications usually take place on a separate radio channel, though command and control remains at the District Station level. The facility used is usually leased space but can also be in dedicated County space, and/or collocated with other public services.

- **Satellite:** is a police location, administratively connected to a District Station. A Satellite has limited staffing and limited hours of operation and is based on community need. There are no arrest or detention capabilities in a Satellite. A Satellite is a facility that provides limited police service (both time and function) to a specific beat(s) for reasons such as: high rates of crime, high numbers of calls for service, distance from the District Station or another significant community police need. A specific team of officers (usually less than 12) is assigned to work at this facility. The commander of the facility is a Sergeant. Communications are on the channel of the home district, as is command and control. A satellite can be County owned, leased, shared, or donated. In most cases, the community donates the operating costs associated with a Satellite. In addition, the costs associated with a community Satellite can be paid with grant funds (i.e. the HOT SPOT grants).
- **Drop-In:** A Drop-In is a police location administratively connected to a District Station that has very limited and sporadic staffing. A Drop-In facility is designed to serve as a contact point or message drop location for a community and a report-writing/telephone center for Police officers. However, as the Police department gains greater access to technology, Drop-In sites may become more useful as remote sites for sending and receiving reports and information via the Inter-Net. A Drop-In is usually in such a small space that police presence is limited to short periods. The space is almost always in a donated location. Drop-In space includes: a room, a desk, and other small area(s) (i.e.: kitchenette). Its purpose is to encourage police-community liaisons by establishing a workspace for the officer close to his/her assigned patrol area. No staff is assigned to this facility; rather, officers who patrol the area are encouraged to drop-in to conduct one-on-one meetings and perform administrative tasks. No police funds are associated with these facilities. There is no dedicated commander and communications operations are on the channel of the unit's home district, as is command and control.

## **FACILITY PROGRAM**

### **Design Narrative**

This POR has been written to reflect several changes in Police operation as translated into the facility design and space. The District Station is designed as a central meeting/technology site for patrol and other staff and as a destination for community crime prevention/victim witness activities. The need to modify the station design for these functions is caused partly by the success of the community policing approach being pioneered by MCPD. Due to operational changes some needs historically addressed in a District Station have been adjusted somewhat (also due to the use of satellites and drop-in facilities which may serve as a work location for a portion of District staff.) Therefore, an effort was made to reduce and adjust staff spaces to better fit the needs of employees who are stationed at the District Station site. Some activities such as prisoner holding areas and evidence processing are now mainly centralized. These spaces can not be totally eliminated, but they have been carefully sized to meet anticipated use.

In addition, some trends have resulted in the need to add space, including an increase in the number of patrol officers and support staff. This includes the space identified for the community and victim/witnesses programs. The inclusion of public meeting rooms within this facility has been designed to reinforce community interaction by providing a public destination on the police grounds. The Community Policing philosophy exercised by MCPD requires an ongoing review of the issue of decentralization of department resources. As the department continues to improve outreach efforts and create a more accessible presence throughout the community, the new station must be planned with the flexibility to adapt to future changes in its role in the network of county law enforcement facilities. While this arrangement requires a more comprehensive and complex solution to site traffic and building security, the potential benefits of creating the desired comfort level between police and the public are immeasurable. In addition, attention must be paid during the design process to the separation of public and private site access and parking. Where possible, access to the site should be separated between public and staff functions to avoid the chance of injury to site visitors.

New and emerging technologies allow for unprecedented real-time access to digitized data bases formerly available only to a central hub for patrol and investigative services. Fiber optic data links between the CPU, headquarters, district stations and satellite facilities can provide patrol officers in the field with mobile data units, access to multi-agency shared text, fingerprints, mug shots, criminal records, geographical information, object/vehicle location data and the County Criminal Justice Information System. The addition of single PC stations throughout the Officer Work Area will provide the beat officer with quick, walk-up access to all available data resources instantly. By providing space which effectively addresses the widely varied tasks performed by the patrol officer, productivity as well as space utilization rates increase significantly. The design and layout of patrol officer work areas in current district stations or substations often do not reflect a flexible approach to space utilization. The use of conventional systems furniture workstations creates spaces, which even when used by two different shifts, remains empty while officers are on patrol.

Finally, the addition of new equipment such as “tasers” and riot gear and the introduction of supplies needed for terrorist protection add to storage space needs within the District Station. These needs have been addressed with storage inside and outside of the station.

### **General Building Design Issues**

- 911 Calls/Dispatch will continue to be received and processed at central Dispatch-Communications Center in downtown Rockville.
- Computer Local Area Networks (LAN): All workstations should be wired for local LAN access. All PC's will be connected to a building-wide installed fiber-optics/cat 5/6 backbone. Systems must be compatible with evolving Federal and State system interface standards such as NCIC and Maryland Incident Based Reporting System (MIBRS). Systems must provide real-time access to relational databases comprised of digitized text, fingerprints, mug-shots, criminal records, geographical information, object/vehicle location data and others (most likely to be accessed through the County Criminal Justice Information System (CJIS)). The CJIS is anticipated to also provide a gateway to real-time access to other systems at the Municipal, County, State and Federal levels. These interfaces include: NCIC 2000 (FBI), Maryland Interagency Law Enforcement System (MILES), MIBRS and within County systems such as the Automated Records Management System (ARMS), Computer Aided Dispatch System (CAD) and the Warrant Information System (WIS).
- Workstation PC's: The department requires state-of-the-art personal computing capabilities to support nearly all facets of the duties involving information processing. Office PC's should be IBM compatible desktops using standard software packages for word processing, database management, spreadsheets, E-mail and networking systems.
- Audio-Video Cabling/Distance Learning: The following areas should have audio-video broadcast reception capability via internet: Public Conference Room, general department-use Conference Rooms, and the Roll-Call/Training Room.
- Public Address System: All areas should be provided with a public address system controlled from the Operations Area. Access to the public address system should through any departmental non public telephone.
- Interview Rooms: All interrogation rooms should be designed with proper sound attenuation, true-floor to true-ceiling walls (for security reasons), audio-video recording capability and one way visual observation.
- Public Access Points: All public access points should have video surveillance and electronically controlled security doors.
- Security: All non-public areas should be accessed by a programmable key card access security system. Limited access and high security areas will be coded separately. Evidence areas and prisoner processing areas will be alarmed. Cameras will record activity within and outside the station.
- Building Standard Treatment: Due to the special nature of the functions to be housed within the District Station, as well as for economy of construction and maintenance of these structures, concrete masonry unit walls may be used as the main load bearing partitions along corridors. However, it is recommended that all

office area, non-load bearing walls be constructed of lighter weight steel studs finished with painted or vinyl covered gypsum board. Acoustic ceiling tiles should be used for any areas where true floor-to-ceiling separation is not required. While carpeting is recommended for all office areas to help dampen sound attenuation and promote a pleasing environment, it is recommended that the corridors be floored with an industrial grade vinyl tile so as to better withstand the high volume of traffic expected. Public areas and certain non-office areas such as the lobby, break room, rest rooms, locker rooms and storage areas, should be floored with either ceramic tile or vinyl composite tile for durability. Primary circulation corridors should be wider than normal office standard planning due to the high volume of staff circulation within the District Station and the amount of gear that police officers typically wear/carry.

- **Parking:** The facility requires 198 parking spaces for visitors, staff and motorcycles. Parking can be on site, in a structured parking facility or under the new facility. A majority of the required parking is currently located in Garage 47 at 7401 Waverly Street. A majority of the parking will continue to be located in Garage 47. Approximately 20 to 40 parking spaces will be located on site in structured or underground parking. The remaining parking spaces will be located in Garage 47. Final quantity of parking will depend on the building's design and configuration. The parking design must allow for separate parking areas and traffic patterns for the public and official vehicles. Division of these areas should be accomplished in such a way as not to "fortify" the officers' parking area, but still establish a secure, CCTV monitored area for their use. Access to and use of the Pedestrian - Walk-in visitors will come to the Public Meeting Room or Public Lobby entrance in an unsecured site area. Parking for staff and patrol must be segregated from public parking and secure to protect staff and the vehicles because patrol cars have computer and police equipment contained within them.
- **Unsecured Vehicle -** Visitors to the station will require parking in an unsecured parking area, with appropriate handicap accessible spaces.
- **Secured Vehicle -** Officers in squad cars, staff, officers, official visitors, special assignment vehicles, will require parking areas within a secure, fenced area with controlled access. The secure staff entry to the facility will be within this secured area. Handicapped spaces are also required by code.
- **Police Motorcycles -** Eight to ten motorcycle patrol officers will use this station and a covered area for the storage of six to eight police Harley Davidson motorcycles is required within the secure site area.
- **Bicycles -** Storage space for 15 patrol bicycles is required within the secure site area.



## **DETAILED ROOM REQUIREMENTS**

|                        |  |
|------------------------|--|
| Space Number           | P1   |
| SPACE NAME:            | Public Lobby   |
| SPACE SIZE:            | 500 SF   |
| DESCRIPTION:           | An attractive, well-lit, clearly signed area to accommodate the public while waiting for appointments with officers. This room will also serve as an accessory space to the Public Meeting Room. Insure this is a handicap accessible space. |
| PARTITIONS:            | Provide slab-to-slab partitions. Provide glass window in exterior walls, with shade control devices.   |
| WALL FINISHES:         | Provide durable finishes, able to withstand heavy public use.  |
| DOORS/HARDWARE:        | Provide one set of double glass doors, 6'- 0" wide, in durable frame such as aluminum with integral finish to material.<br><br>Provide electronically controlled swipe access.<br><br>Provide perimeter alarms at all access points.         |
| FLOORING:              | Provide durable attractive hard surface suitable for heavy traffic.  |
| CEILING:               | Provide building standard suspended acoustical tile ceiling system, minimum of 8'- 0" above the finished floor.  |
| HVAC:                  | Provide building standard HVAC, with additional glazing and solar gain taken into consideration. Ducts crossing the secure perimeter should be provided with grilles or bars to prevent intrusion.   |
| LIGHTING/ELECTRICAL:   | Provide bright ambient levels, with dimmable directional light sources to light changing displays and permanently located displays. Install hard-wired electrical connections where possible to prevent accidental injury.                   |
| PLUMBING:              | Provide electric water cooler, (Americans with Disabilities Act (ADA) accessible).   |
| TELEPHONE/DATA:        | Provide free public phone, data connections for PC controlled display, cable TV connection, security and surveillance cameras.   |
| FURNISHINGS/EQUIPMENT: | Provide durable seating for 8 to 10 people. Provide vending machines and trash receptacles. Provide literature kiosks for departmental brochures and wall display cases.   |

|                      |  |
|----------------------|--|
| SPACE NUMBER:        | P-2  |
| SPACE NAME:          | Victim Witness/Community Resources Office  |
| SPACE SIZE:          | 80 SF  |
| DESCRIPTION:         | An office is required for staff to use as they interact with the public. Staff in this location will provide direct service to citizens in need of assistance. |
| PARTITIONS:          | Provide building standard.   |
| WALL FINISHES:       | Provide building standard  |
| DOORS/HARDWARE:      | Provide building standard solid core, paint grade wood door with vision panel.   |
| FLOORING:            | Provide building standard carpet.  |
| CEILING:             | Provide building standard suspended acoustical tile system.  |
| HVAC:                | Provide building standard HVAC.  |
| LIGHTING/ELECTRICAL: | Provide building standard fluorescent lay-in type fixtures.  |
| TELEPHONE/DATA:      | Provide telephone and computer data jacks.   |

|                        |   |
|------------------------|---|
| SPACE NUMBER:          | P-3   |
| SPACE NAME:            | Interview Rooms 1 and 2   |
| SPACE SIZE:            | 85 SF (Each)  |
| DESCRIPTION:           | Private rooms for interview of crime victims and witnesses are required.  |
| PARTITIONS:            | Provide slab-to-slab partitions. At the current time, no prisoner interrogations are foreseen at this location; however, full height walls would facilitate an easy transition for that capability at a later date. |
| WALL FINISHES:         | Provide building standard, easily cleanable finishes.   |
| DOOR/HARDWARE:         | Provide building standard solid core, paint grade wood door.  |
| FLOORING:              | Provide building standard carpet.   |
| CEILING:               | Provide building standard suspended acoustical tile system.   |
| HVAC:                  | Provide building standard HVAC, zoned separately as other part-time use spaces.   |
| LIGHTING/ELECTRICAL:   | Provide building standard fluorescent lay-in type fixtures.<br>Provide standard electrical power.   |
| TELEPHONE/DATA:        | Provide standard telephone outlet. Provide panic button or "10-50" button, tied to building-wide alarm.   |
| FURNISHINGS/EQUIPMENT: | Provide lockable gun storage locker for service weapons during interviews.  |

|                        |  |
|------------------------|--|
| SPACE NUMBER:          | P-4  |
| SPACE NAME:            | Fingerprinting Alcove  |
| SPACE SIZE:            | 40 SF  |
| DESCRIPTION:           | An area for public, non-offender fingerprinting is required. Access to this area should be from both secure and non-secure areas. A view window should be included for monitoring from secure areas. Will convert to automated fingerprinting as funds permit. |
| PARTITIONS:            | Provide slab-to-slab partitions.   |
| WALL FINISHES:         | Provide building standard, easily cleanable finishes.  |
| DOOR/HARDWARE:         | Provide building standard solid core, paint grade wood door.   |
| FLOORING:              | Provide building standard VCT.   |
| CEILING:               | Provide building standard suspended acoustical tile system.  |
| HVAC:                  | Provide building standard HVAC, zoned separately as other part-time use spaces.  |
| LIGHTING/ELECTRICAL:   | Provide building standard fluorescent lay-in type fixtures.<br>Provide standard electrical power.  |
| TELEPHONE/DATA:        | Provide standard telephone outlet/data jack(s). Provide panic button or "10-50" button, tied to building-wide alarm.   |
| FURNISHINGS/EQUIPMENT: | A counter surface at 42"high, and 36" high for handicap use. Also need lockable storage – lockers for supplies.  |

|                      |  |
|----------------------|--|
| SPACE NUMBER:        | P-5  |
| SPACE NAME:          | Public Meeting Room  |
| SPACE SIZE:          | 650 SF   |
| DESCRIPTION:         | Provides an open meeting area for 30 – 40 people to gather for meetings and Police out-reach functions. Space should include a closet.                               |
| WALL FINISHES:       | Provide building standard using acoustical materials.  |
| DOORS/HARDWARE:      | Provide solid core, paint grade wood door(s). Provide an exterior door with a scan opening and a security alarm.   |
| FLOORING:            | Provide building standard carpet.  |
| CEILING:             | Provide building standard suspended acoustical tile system.  |
| HVAC:                | Provide building standard HVAC.  |
| LIGHTING/ELECTRICAL: | Provide building standard fluorescent lay-in type fixtures, and incandescent lighting dimmable to 100 percent.   |
| TELEPHONE/DATA:      | Provide telephone and computer data lines. Allow for LAN capabilities, and connection to system-wide networks. Wire for closed circuit and cable television signals. |
| EQUIPMENT:           | Provide roll-up projection screen, “white boards”, overhead TV and computer monitors, DVD player.  |
| FURNITURE:           | Chairs and conference room table for up to (30)<br>Speaker’s lectern<br>Computer workstation/display   |

|                      |  |
|----------------------|--|
| SPACE NUMBER:        | P-6  |
| SPACE NAME:          | Men's Public Toilet  |
| SPACE SIZE:          | 80 SF  |
| DESCRIPTION:         | Public handicap accessible toilets are required for use by visitors to the Lobby, and Public Meeting Room.   |
| PARTITIONS:          | Provide slab-to-slab partitions.   |
| WALL FINISHES:       | Provide ceramic tile wainscoting at the least, preferably full height. Toilet partitions should be stainless steel or solid phenolic plastic.  |
| DOORS/HARDWARE:      | Provide solid core wood or steel door with sound attenuating core, with closers of ADA recommended resistance. Provide door pulls, and push and kick plates, all with durable finish.  |
| FLOORING:            | Provide ceramic tile floor, of no more than 6" square size. Slope concrete slab to centrally located floor drain.  |
| CEILING:             | Provide moisture resistant, vinyl covered suspended acoustical tile system.<br><br>Provide a ceiling-mounted 125 CFM exhaust fan and associated duct work. The exhaust fan should be connected to lighting switch, and vented directly to building exterior.   |
| LIGHTING/ELECTRICAL: | Provide lay-in fluorescent lighting fixtures controlled by separate wall switch. Provide ground fault interrupt (GFI) type outlets at plumbing areas.  |
| PLUMBING:            | Provide flush valve water closet and urinal with associated water supply, waste and vent lines. Provide hot and cold water supply, waste and vent lines for lavatory. Provide centrally located floor drain.   |
| TOILET ACCESSORIES:  | Provide standard toilet room accessories to comply with ADA and UFAS requirements in toilet room. Accessories should include a minimum of the following:<br><br>Accessories should include at a minimum: wall-mounted grab bars, mirror, roll paper dispenser, paper towel dispenser, waste receptacle and liquid soap dispenser. Provide toilet accessories suitable for high traffic public use.<br><br>Provide baby-changing wall unit, which folds into flat case when not in use. |

|                      |  |
|----------------------|--|
| SPACE NUMBER:        | P-7  |
| SPACE NAME:          | Women's Public Toilet  |
| SPACE SIZE:          | 80 SF  |
| DESCRIPTION:         | Public handicap accessible toilets are required for use by visitors to the Lobby, and Public Meeting Room.   |
| PARTITIONS:          | Provide slab-to-slab partitions  |
| WALL FINISHES:       | Provide ceramic tile wainscoting at the least, preferably full height. Toilet partitions should be stainless steel or solid phenolic plastic.  |
| DOORS/HARDWARE:      | Provide solid core wood or steel door with sound attenuating core, with closers of ADA recommended resistance. Provide door pulls, and push and kick plates, all with durable finish.  |
| FLOORING:            | Provide ceramic tile floor, of no more than 6" square size. Slope concrete slab to centrally located floor drain.  |
| CEILING:             | Provide moisture resistant, vinyl covered suspended acoustical tile system.<br><br>Provide a ceiling mounted 125 CFM exhaust fan and associated duct work. The exhaust fan should be connected to lighting switch, and vented directly to building exterior.   |
| LIGHTING/ELECTRICAL: | Provide lay-in fluorescent lighting fixtures controlled by separate wall switch, Provide GFI type outlets at plumbing areas.   |
| PLUMBING:            | Provide flush valve water closet with associated water supply, waste and vent lines. Provide hot and cold water supply, waste and vent lines for lavatory. Provide centrally located floor drain.  |
| TOILET ACCESSORIES:  | Provide standard toilet room accessories to comply with ADA and Uniform Federal Accessibility Standards (UFAS) requirements in toilet room. Accessories should include a minimum of the following: wall-mounted grab bars, mirror, roll paper dispenser, paper towel dispenser, waste receptacle and liquid soap dispenser. Provide toilet accessories suitable for high traffic public use.<br><br>Provide baby-changing wall unit, which folds into flat case when not in use. |



|                      |  |
|----------------------|--|
| SPACE NUMBER:        | P-8  |
| SPACE NAME:          | Reception Counter  |
| SPACE SIZE:          | 80 SF  |
| DESCRIPTION:         | A reception counter to receive the public is required at the Lobby. Police support staff positions will occupy the secure side of the bullet-resistant dividing partition.   |
| PARTITIONS:          | Provide slab-to-slab partition between work area and Public Lobby, with bullet-resistant window between counter height and the ceiling level. Provide storage under counter. |
| WALL FINISHES:       | Provide building standard.   |
| DOORS/HARDWARE:      | Provide steel door and frame with access card/security cameras linked to building security system.   |
| FLOORING:            | Provide building standard carpet or tile.  |
| CEILING:             | Provide building standard suspended acoustical tile.   |
| HVAC:                | Provide building standard.   |
| LIGHTING/ELECTRICAL: | Provide building standard fluorescent lighting.<br>Provide building standard electrical outlets.   |

|                        |   |
|------------------------|---|
| SPACE NUMBER:          | A-1   |
| SPACE NAME:            | Commander's Office  |
| SPACE SIZE:            | 175 SF  |
| DESCRIPTION:           | An office is required for the ranking Captain of the station to perform management duties.  |
| PARTITIONS:            | Provide building standard.  |
| WALL FINISHES:         | Provide building standard.  |
| DOORS/HARDWARE:        | Provide building standard solid core, paint grade wood door.  |
| FLOORING:              | Provide building upgrade carpet.  |
| CEILING:               | Provide building standard suspended acoustical tile system.   |
| HVAC:                  | Provide building standard HVAC.   |
| LIGHTING/ELECTRICAL:   | Provide building standard fluorescent lay-in type fixtures.   |
| TELEPHONE/DATA:        | Provide telephone and computer data lines connected to Police Officer Work Area, Reception Staff Work Area. Allow for LAN capabilities as well.   |
| FURNISHINGS/EQUIPMENT: | Provide cable TV. Provide internet link to Central Processing Unit and MCPD Headquarters using latest available proven communications technology. |

|                      |   |
|----------------------|---|
| SPACE NUMBER:        | A-2   |
| SPACE NAME:          | Lieutenant's Office (4)   |
| SPACE SIZE:          | 150 SF  |
| DESCRIPTION:         | An office is required for the Ranking Bureau Officer to perform management duties.  |
| PARTITIONS:          | Provide building standard   |
| WALL FINISHES:       | Provide building standard.  |
| DOORS/HARDWARE:      | Provide building standard solid core, paint grade wood door with vision panel.  |
| FLOORING:            | Provide building standard carpet.   |
| CEILING:             | Provide building standard suspended acoustical tile system.   |
| HVAC:                | Provide building standard HVAC.   |
| LIGHTING/ELECTRICAL: | Provide building standard fluorescent lay-in type fixtures.   |
| TELEPHONE/DATA:      | Provide telephone and computer data lines connected to Police Officer Work Area, Reception Staff Work Area. Allow for LAN capabilities as well. |

|                      |   |
|----------------------|---|
| SPACE NUMBER:        | A-3   |
| SPACE NAME:          | Crime Analyst   |
| SPACE SIZE:          | 80 SF   |
| DESCRIPTION:         | An office is required for the Crime Analyst of the station to perform daily duties.   |
| PARTITIONS:          | Provide building standard.  |
| WALL FINISHES:       | Provide building standard.  |
| DOORS/HARDWARE:      | Provide building standard solid core, paint grade wood door with vision panel.  |
| FLOORING:            | Provide building standard carpet.   |
| CEILING:             | Provide building standard suspended acoustical tile system.   |
| HVAC:                | Provide building standard HVAC.   |
| LIGHTING/ELECTRICAL: | Provide building standard fluorescent lay-in type fixtures.   |
| TELEPHONE/DATA:      | Provide telephone and computer data lines connected to Police Officer Work Area, Reception Staff Work Area. Allow for LAN and CAD capabilities as well. |

|                      |   |
|----------------------|---|
| SPACE NUMBER:        | A-4   |
| SPACE NAME:          | Community Services Officer  |
| SPACE SIZE:          | 80 SF   |
| DESCRIPTION:         | An office is required for the Community Services Officer to perform daily duties.   |
| PARTITIONS:          | Provide building standard.  |
| WALL FINISHES:       | Provide building standard.  |
| DOORS/HARDWARE:      | Provide building standard solid core, paint grade wood door with vision panel.  |
| FLOORING:            | Provide building standard carpet.   |
| CEILING:             | Provide building standard suspended acoustical tile system.   |
| HVAC:                | Provide building standard HVAC.   |
| LIGHTING/ELECTRICAL: | Provide building standard fluorescent lay-in type fixtures.   |
| TELEPHONE/DATA:      | Provide telephone and computer data lines connected to Police Officer Work Area, Reception Staff Work Area. Allow for LAN capabilities as well. |

|                      |  |
|----------------------|--|
| SPACE NUMBER:        | A-5  |
| SPACE NAME:          | School Safety Officer/assistant  |
| SPACE SIZE:          | 140 SF   |
| DESCRIPTION:         | An office is required for the School Safety Officer and assistant to perform daily duties. Space is provided for an assistant to share the office. |
| PARTITIONS:          | Provide building standard.   |
| WALL FINISHES:       | Provide building standard.   |
| DOORS/HARDWARE:      | Provide building standard solid core, paint grade wood door with vision panel.   |
| FLOORING:            | Provide building standard carpet.  |
| CEILING:             | Provide building standard suspended acoustical tile system.  |
| HVAC:                | Provide building standard HVAC.  |
| LIGHTING/ELECTRICAL: | Provide building standard fluorescent lay-in type fixtures.  |
| TELEPHONE/DATA:      | Provide telephone and computer data lines connected to Police Officer Work Area, Reception Staff Work Area. Allow for LAN capabilities as well.    |

|                          |   |
|--------------------------|---|
| SPACE NUMBER:            | A-6   |
| SPACE NAME:              | Police District Service Assistant (PDSA)  |
| SPACE SIZE:              | 80 SF   |
| DESCRIPTION:             | An office is required for PDSA to perform duties such as ordering station supplies and supervising desk clerks. |
| PARTITIONS:              | Provide building standard.  |
| WALL FINISHES:           | Provide building standard.  |
| DOORS/HARDWARE:          | Provide building standard solid core, paint grade wood door with vision panel.                                  |
| FLOORING:                | Provide building standard carpet.   |
| CEILING:                 | Provide building standard suspended acoustical tile system.   |
| HVAC:                    | Provide building standard HVAC.   |
| LIGHTING/ELECTRICAL:     | Provide building standard fluorescent lay-in type fixtures.   |
| TELEPHONE/COMPUTER DATA: | Provide telephone and computer data lines, and telephone tie-in to Reception Staff work area.                   |

|                      |   |
|----------------------|---|
| SPACE NUMBER:        | A-7   |
| SPACE NAME:          | Community Relations   |
| SPACE SIZE:          | 80 SF   |
| DESCRIPTION:         | An office is required for the Community Relations Officer to perform daily duties.  |
| PARTITIONS:          | Provide building standard.  |
| WALL FINISHES:       | Provide building standard.  |
| DOORS/HARDWARE:      | Provide building standard solid core, paint grade wood door with vision panel.  |
| FLOORING:            | Provide building standard carpet.   |
| CEILING:             | Provide building standard suspended acoustical tile system.   |
| HVAC:                | Provide building standard HVAC.   |
| LIGHTING/ELECTRICAL: | Provide building standard fluorescent lay-in type fixtures.   |
| TELEPHONE/DATA:      | Provide telephone and computer data lines connected to Police Officer Work Area, Reception Staff Work Area. Allow for LAN capabilities as well. |



|                      |   |
|----------------------|---|
| SPACE NUMBER:        | A-8   |
| SPACE NAME:          | Community Policing Officer  |
| SPACE SIZE:          | 80 SF   |
| DESCRIPTION:         | An office is required for the Community Policing Officer to perform daily duties.   |
| PARTITIONS:          | Provide building standard.  |
| WALL FINISHES:       | Provide building standard.  |
| DOORS/HARDWARE:      | Provide building standard solid core, paint grade wood or with vision panel.  |
| FLOORING:            | Provide building standard carpet.   |
| CEILING:             | Provide building standard suspended acoustical tile system.   |
| HVAC:                | Provide building standard HVAC.   |
| LIGHTING/ELECTRICAL: | Provide building standard fluorescent lay-in type fixtures.   |
| TELEPHONE/DATA:      | Provide telephone and computer data lines connected to Police Officer Work Area, Reception Staff Work Area. Allow for LAN capabilities as well. |

|                      |   |
|----------------------|---|
| SPACE NUMBER:        | A-9   |
| SPACE NAME:          | Gang Coordinator  |
| SPACE SIZE:          | 80 SF   |
| DESCRIPTION:         | An office is required for the Gang Coordinator to perform daily duties.   |
| PARTITIONS:          | Provide building standard.  |
| WALL FINISHES:       | Provide building standard.  |
| DOORS/HARDWARE:      | Provide building standard solid core, paint grade wood door with vision panel.  |
| FLOORING:            | Provide building standard carpet.   |
| CEILING:             | Provide building standard suspended acoustical tile system.   |
| HVAC:                | Provide building standard HVAC.   |
| LIGHTING/ELECTRICAL: | Provide building standard fluorescent lay-in type fixtures.   |
| TELEPHONE/DATA:      | Provide telephone and computer data lines connected to Police Officer Work Area, Reception Staff Work Area. Allow for LAN capabilities as well. |

|                        |  |
|------------------------|--|
| SPACE NUMBER:          | A-10   |
| SPACE NAME:            | Conference Room  |
| SPACE SIZE:            | 400 SF   |
| DESCRIPTION:           | A room is required for Administrative staff to hold meetings, plan assignments and schedule personnel, and conduct training and counseling sessions.   |
| PARTITIONS:            | Provide building standard.   |
| WALL FINISHES:         | Provide building standard upgrade, plus elements listed under furnishings.   |
| DOORS/HARDWARE:        | Provide building standard solid core, paint grade wood door with vision panel.   |
| FLOORING:              | Provide building standard upgrade carpet.  |
| CEILING:               | Provide building standard suspended acoustical tile system.  |
| HVAC:                  | Provide building standard HVAC.  |
| LIGHTING/ELECTRICAL:   | Provide building standard fluorescent lay-in type fixtures.  |
| TELEPHONE/DATA:        | Provide telephone and computer data lines connected to Reception Staff Work Area and Police Officer Work Area. Allow for LAN capabilities, and connection to system-wide fiber optic networks such as NCIC, MIBRS and CAD. The room should be wired and equipped to receive video broadcast for distance learning and video conferencing, and wired for closed circuit and cable television signals. |
| FURNISHINGS/EQUIPMENT: | Provide conference table and chairs to seat 16 to 20 people, bookcase, credenza, counter for coffee service, roll-up projection screen in ceiling, "white boards", overhead TV/computer monitors, VCR/DVD players, tack able wall surfaces and computer station.   |

|                      |   |
|----------------------|---|
| SPACE NUMBER:        | A-11  |
| SPACE NAME:          | Staff Galley (2 see PA-12 for second galley)                                    |
| SPACESIZE:           | 110 SF  |
| DESCRIPTION:         | Provides an area for staff officers to store and warm pre-prepared meals.       |
| WALL FINISHES:       | Provide building standard, easily cleanable surfaces.                           |
| FLOORING:            | Provide vinyl flooring.   |
| CEILING:             | Provide suspended acoustical tile system.                                       |
| LIGHTING/ELECTRICAL: | Provide building standard fluorescent fixtures and standard electrical outlets. |
| PLUMBING:            | Provide hot and cold water and sink with disposal.                              |
| TELEPHONE/DATA:      | Provide standard telephone outlet. Provide cable TV feed and TV.                |
| EQUIPMENT:           | Refrigerator, microwave oven, upper cabinets and base cabinets with drawers.    |
| FURNITURE:           | Table and chairs  |

|                      |  |
|----------------------|--|
| SPACE NUMBER:        | A-12   |
| SPACE NAME:          | Storage Room   |
| SPACE SIZE:          | 80 SF  |
| DESCRIPTION:         | A room is required for the storage of police forms and office supplies.          |
| PARTITIONS:          | Provide building standard.   |
| WALL FINISHES:       | Provide building standard.   |
| DOORS/HARDWARE:      | Provide building standard solid core, paint grade wood door, with keyed lockset. |
| FLOORING:            | Provide building standard carpet.  |
| CEILING:             | Provide building standard suspended acoustical tile system.                      |
| HVAC:                | Provide building standard HVAC.  |
| LIGHTING/ELECTRICAL: | Provide building standard fluorescent lay-in type fixtures.                      |
| TELEPHONE/IDATA:     | Provide standard telephone outlet and standard electrical power.                 |

|                      |  |
|----------------------|--|
| SPACE NUMBER:        | A-13   |
| SPACE NAME:          | Captain's Aide (OSC)   |
| SPACE SIZE:          | 68 SF  |
| DESCRIPTION:         | An area is required for the reception duties and clerical activities of the Commander's secretary.   |
| PARTITIONS:          | Provide building standard.   |
| WALL FINISHES:       | Provide building standard.   |
| DOORS/HARDWARE:      | Provide building standard solid core, paint grade wood door.   |
| FLOORING:            | Provide building standard carpet.  |
| CEILING:             | Provide building standard suspended acoustical tile system.  |
| HVAC:                | Provide building standard HVAC.  |
| LIGHTING/ELECTRICAL: | Provide building standard fluorescent lay-in type fixtures.  |
| TELEPHONE/DATA:      | Provide telephone and computer data lines connected to police officer work area and reception staff work area. Allow for LAN capabilities as well. |

|                      |   |
|----------------------|---|
| SPACE NUMBER:        | A-14  |
| SPACE NAME:          | Operations Area/Reception Staff Work Area   |
| SPACE SIZE:          | 300 SF  |
| DESCRIPTION:         | A reception counter to receive the public is required at the Lobby. Three support staff positions will occupy the secure side of the bullet-resistant dividing partition: two Office Service Coordinators and one Station Services Assistant. Will be work space for 3 – 4 staff per shift – 3 shifts per day.  |
| PARTITIONS:          | Provide slab-to-slab partition between work area and Public Lobby, with bullet- resistant window between counter height and the ceiling level.  |
| WALL FINISHES:       | Provide building standard   |
| DOORS/HARDWARE:      | Provide steel door and frame with ‘cipher lock’ security system.  |
| FLOORING:            | Provide building standard carpet.   |
| CEILING:             | Provide building standard suspended acoustical tile   |
| HVAC:                | Provide building standard.  |
| LIGHTING/ELECTRICAL: | Provide building standard fluorescent lighting. Provide building standard electrical outlets  |
| TELEPHONE/DATA:      | Provide telephone outlets for each position plus anticipated future needs. Provide control area for building intercom and communication links at this area, along with a building-wide public address system and remote control to open main doors/door locks. Provide data connections for access to all systems available in the Police Officer Work Area. Provide panic button to building alarm system. |

|                        |   |
|------------------------|---|
| SPACE NUMBER:          | A-15  |
| SPACE NAME:            | Central Mail/Photocopy  |
| SPACESIZE:             | 110 SF  |
| DESCRIPTION:           | A room is required for receiving, documenting and distributing mailings.                                      |
| PARTITIONS:            | Provide building standard.  |
| WALL FINISHES:         | Provide building standard.  |
| DOORS/HARDWARE:        | Provide building standard solid core, paint grade wood door.  |
| FLOORING:              | Provide building standard carpet.   |
| CEILING:               | Provide building standard suspended acoustical tile system.   |
| HVAC:                  | Provide building standard HVAC.   |
| LIGHTING/ELECTRICAL:   | Provide building standard fluorescent lay-in type fixtures.   |
| TELEPHONE/DATA:        | Provide standard telephone outlet and standard electrical power.  |
| FURNISHINGS/EQUIPMENT: | Provide mail box “cubbies” for officer mail distribution and countertop with base cabinets, storage shelving. |



|                      |   |
|----------------------|---|
| SPACE NUMBER:        | A-16  |
| SPACE NAME:          | Storage   |
| SPACE SIZE:          | 80 SF   |
| DESCRIPTION:         | A room is required for the general storage of office materials, workstation panels seating, etc |
| PARTITIONS:          | Provide building standard.  |
| WALL FINISHES:       | Provide building standard   |
| DOORS/HARDWARE:      | Provide building standard solid core, paint grade wood door.                                    |
| FLOORING:            | Provide building standard carpet or tile.   |
| CEILING:             | Provide building standard suspended acoustical tile system.                                     |
| HVAC:                | Provide building standard HVAC.   |
| LIGHTING/ELECTRICAL: | Provide building standard fluorescent lay-in type fixtures.                                     |
| TELEPHONE/DATA:      | Provide standard telephone outlet and standard electrical power.                                |

|                      |   |
|----------------------|---|
| SPACE NUMBER:        | A-17  |
| SPACE NAME:          | File Room   |
| SPACE SIZE:          | 150 SF  |
| DESCRIPTION:         | A room is required for the storage of police reports and administrative and supervisory files, as well as the storage of office supplies. |
| PARTITIONS:          | Provide building standard.  |
| WALL FINISHES:       | Provide building standard   |
| DOORS/HARDWARE:      | Provide building standard solid core, paint grade wood door, with keyed lockset.  |
| FLOORING:            | Provide building standard carpet or tile.   |
| CEILING:             | Provide building standard suspended acoustical tile system.   |
| HVAC:                | Provide building standard HVAC.   |
| LIGHTING/ELECTRICAL: | Provide building standard fluorescent lay-in type fixtures.   |
| TELEPHONE/DATA:      | Provide standard telephone outlet and standard electrical power.  |

|                        |  |
|------------------------|--|
| SPACENUMBER:           | A-18   |
| SPACE NAME:            | Volunteer's Work Area  |
| SPACE SIZE:            | 80 SF  |
| DESCRIPTION:           | An area is required for community volunteers to perform auxiliary police duties.   |
| PARTITIONS:            | Provide building standard.   |
| WALL FINISHES:         | Provide building standard.   |
| FLOORING:              | Provide building standard carpet.  |
| CEILING:               | Provide building standard suspended acoustical tile system.  |
| HVAC:                  | Provide building standard HVAC. Allow for heat gain when fully occupied.   |
| LIGHTING/ELECTRICAL:   | Provide building standard fluorescent lay-in type fixtures, as well as task lighting capabilities built into workstation system. |
| TELEPHONE/DATA:        | Provide standard telephone outlet and standard electric power.   |
| FURNISHINGS/EQUIPMENT: | Shared workstation, worktable, bookcase, storage shelving  |

|                      |   |
|----------------------|---|
| SPACE NUMBER:        | PA-1  |
| SPACE NAME:          | Sgt./Corporal's Offices (12 plus 1 Detective/Investigative Sgt, Traffic Sgt. and S.A.T. Sgt.) Total 15 Offices  |
| SPACE SIZE:          | 120 SF  |
| DESCRIPTION:         | An office is required for Sergeants and/or Corporals to complete administrative paperwork, plan assignments and schedule personnel, and conduct training and counseling sessions. |
| PARTITIONS:          | Provide building standard.  |
| WALL FINISHES:       | Provide building standard   |
| DOORS/HARDWARE:      | Provide building standard solid core, paint grade wood door with vision panel.  |
| FLOORING:            | Provide building standard carpet.   |
| CEILING:             | Provide building standard suspended acoustical tile system.   |
| HVAC:                | Provide building standard HVAC.   |
| LIGHTING/ELECTRICAL: | Provide building standard fluorescent lay-in type fixtures.   |
| TELEPHONE/DATA:      | Provide telephone and computer data lines connected to Police Officer Work Area, Reception Staff Work Area. Allow for LAN capabilities as well.                                   |

|                      |  |
|----------------------|--|
| SPACE NUMBER:        | PA-2   |
| SPACE NAME:          | SAT Office   |
| SPACE SIZE:          | 160 SF   |
| DESCRIPTION:         | An office is required for special assignment team personnel to complete administrative paperwork, plan assignments and schedule personnel, and conduct training and counseling sessions. |
| PARTITIONS:          | Provide building standard.   |
| WALL FINISHES:       | Provide building standard.   |
| DOORS/HARDWARE:      | Provide building standard solid core, paint grade wood door with vision panel.   |
| FLOORING:            | Provide building standard carpet.  |
| CEILING:             | Provide building standard suspended acoustical tile system.  |
| HVAC:                | Provide building standard HVAC.  |
| LIGHTING/ELECTRICAL: | Provide building standard fluorescent lay-in type fixtures.  |
| TELEPHONE/DATA:      | Provide telephone and computer data lines connected to Police Officer Work Area, Reception Staff Work Area. Allow for LAN capabilities as well.  |

|                      |   |
|----------------------|---|
| SPACE NUMBER:        | PA-3  |
| SPACE NAME:          | Storage Room  |
| SPACE SIZE:          | 150 SF  |
| DESCRIPTION:         | A room is required for the storage of materials used by SAT officers. |
| PARTITIONS:          | Provide building standard.  |
| WALL FINISHES:       | Provide building standard.  |
| DOORS/HARDWARE:      | Provide building standard solid core, paint grade wood door.          |
| FLOORING:            | Provide building standard carpet.                                     |
| CEILING:             | Provide building standard suspended acoustical tile system.           |
| HVAC:                | Provide building standard HVAC.                                       |
| LIGHTING/ELECTRICAL: | Provide building standard fluorescent lay-in type fixtures.           |
| TELEPHONE/DATA:      | Provide standard telephone outlet and standard electrical power.      |

|                      |   |
|----------------------|---|
| SPACE NUMBER:        | PA-4  |
| SPACE NAME:          | Traffic Officer's Work Area   |
| SPACESIZE:           | 160 SF  |
| DESCRIPTION:         | An office is required for Traffic Officers to complete administrative paperwork, plan assignments and schedule personnel, and conduct training and counseling sessions. |
| PARTITIONS:          | Provide building standard.  |
| WALL FINISHES:       | Provide building standard.  |
| DOORS/HARDWARE:      | Provide building standard solid core, paint grade wood door with vision panel.  |
| FLOORING:            | Provide building standard carpet.   |
| CEILING:             | Provide building standard suspended acoustical tile system.   |
| HVAC:                | Provide building standard HVAC.   |
| LIGHTING/ELECTRICAL: | Provide building standard fluorescent lay-in type fixtures.   |
| TELEPHONE/DATA:      | Provide telephone and computer data lines connected to Police Officer Work Area, Reception Staff Work Area. Allow for LAN capabilities as well.                         |

SPACE NUMBER: PA-5

SPACE NAME: Storage Room

SPACE SIZE: 80 SF

DESCRIPTION: A room is required for the storage of materials used by Traffic Police.

PARTITIONS: Provide building standard.

WALL FINISHES: Provide building standard.

DOORS/HARDWARE: Provide building standard solid core, paint grade wood door.

FLOORING: Provide building standard carpet or tile.

CEILING: Provide building standard suspended acoustical tile system.

HVAC: Provide building standard HVAC.

LIGHTING/ELECTRICAL: Provide building standard fluorescent lay-in type fixtures.

TELEPHONE/DATA: Provide standard telephone outlet and standard electrical power.



|                      |  |
|----------------------|--|
| SPACE NUMBER:        | PA-6   |
| SPACE NAME:          | Detectives/Investigative Services Office   |
| SPACE SIZE:          | 1,500 SF   |
| DESCRIPTION:         | An area is required for 6 to 8 detectives to complete administrative paperwork, plan assignments and schedule personnel, and conduct training and counseling sessions. |
| PARTITIONS:          | Provide building standard.   |
| WALL FINISHES:       | Provide building standard.   |
| DOORS/HARDWARE:      | Provide building standard solid core, paint grade wood door with vision panel.   |
| FLOORING:            | Provide building standard carpet.  |
| CEILING:             | Provide building standard suspended acoustical tile system.  |
| HVAC:                | Provide building standard HVAC.  |
| LIGHTING/ELECTRICAL: | Provide building standard fluorescent lay-in type fixtures.  |
| TELEPHONE/DATA:      | Provide telephone and computer data lines connected to Police Officer Work Area, Reception Staff Work Area. Allow for LAN capabilities as well.                        |

|                      |  |
|----------------------|--|
| SPACE NUMBER:        | PA-7   |
| SPACE NAME:          | Detective's Secretary OSC  |
| SPACE SIZE:          | 64 SF  |
| DESCRIPTION:         | An area is required for the reception duties and clerical activities of the Detective's Secretary.   |
| PARTITIONS:          | Provide building standard.   |
| WALL FINISHES:       | Provide building standard.   |
| DOORS/HARDWARE:      | Provide building standard solid core, paint grade wood door.   |
| FLOORING:            | Provide building standard carpet.  |
| CEILING:             | Provide building standard suspended acoustical tile system.  |
| HVAC:                | Provide building standard HVAC.  |
| LIGHTING/ELECTRICAL: | Provide building standard fluorescent lay-in type fixtures.  |
| TELEPHONE/DATA:      | Provide telephone and computer data lines connected to Police Officer Work Area and Reception Staff Work Area. Allow for LAN capabilities as well. |

|                      |  |
|----------------------|--|
| SPACE NUMBER:        | PA-8   |
| SPACE NAME:          | Roll Call Room/Meeting Room  |
| SPACE SIZE:          | 800 SF   |
| DESCRIPTION:         | A room is required for officers to conduct pre-deployment briefings and training sessions. Shift roll call will involve 25 to 30 officers, twice daily. Weekly over-lap sessions will accommodate up to 60 officers at a time. The use of automated power folding partitions to divide the space will enhance flexibility by providing additional public meeting space. Police data connections will be provided in one end of the large room only, restricting access to any public citizens using the smaller room when divided. |
| PARTITIONS:          | Provide building standard.   |
| WALL FINISHES:       | Provide building standard.   |
| DOORS/HARDWARE:      | Provide solid core, paint grade wood door(s).  |
| FLOORING:            | Provide building standard carpet.  |
| CEILING:             | Provide building standard suspended acoustical tile system.  |
| HVAC:                | Provide building standard HVAC. Allow for heat gain when fully occupied.   |
| LIGHTING/ELECTRICAL: | Provide building standard fluorescent lay-in type fixtures, and incandescent lighting dimmable to 100 percent. Provide standard electrical power and centrally located floor outlets with covers. Provide electric power to folding partition.   |
| TELEPHONE/DATA:      | Provide telephone and computer data lines connected to Reception Staff Work Area and Police Officer Work Area. Allow for LAN capabilities, and connection to system-wide fiber optic networks such as NCIC, MIBRS, and CAD. The room should be wired and equipped to receive video broadcast for distance learning and video conferencing, and wired for closed circuit and cable television signals.  |
| EQUIPMENT:           | Provide roll-up projection screen, “white boards”, overhead TV and computer monitors, DVD players, tack boards, wall-mounted radio chargers, and open shelving for officers’ gear.   |
| FURNITURE:           | Armless chairs and two person tables<br>Speaker’s lectern/desk for SGT<br>Computer workstation   |

|                      |   |
|----------------------|---|
| SPACE NUMBER:        | PA-9  |
| SPACE NAME:          | Police Officer Work Area  |
| SPACE SIZE:          | 1,200 SF  |
| DESCRIPTION:         | An area is required for two shifts of beat patrol officers to complete administrative paperwork and investigative reports. Workstations will be shared by shifts, and the area should reflect a flexible approach to space usage. Special Assignment Teams (SAT) will use this area's resources when deployed at the station. |
| PARTITIONS:          | Provide building standard.  |
| WALL FINISHES:       | Provide building standard.  |
| FLOORING:            | Provide building standard carpet.   |
| CEILING:             | Provide building standard suspended acoustical tile system.   |
| HVAC:                | Provide building standard HVAC. Allow for heat gain when fully occupied.  |
| LIGHTING/ELECTRICAL: | Provide building standard fluorescent lay-in type fixtures, as well as task lighting capabilities built into workstation system.<br><br>Provide recessed floor/wall boxes in slab equipped with electrical/data and cable.  |
| TELEPHONE/DATA:      | Provide telephone and computer data lines connected to Reception Staff Work Area. Allow for LAN capabilities, and connection to system-wide fiber optic networks such as NCIC, MIBRS, and CAD.  |

|                      |  |
|----------------------|--|
| SPACE NUMBER:        | PA- 10   |
| SPACE NAME:          | Weapons Cleaning Room  |
| SPACESIZE:           | 100 SF   |
| DESCRIPTION:         | Provides closed area for officers to use for cleaning and maintaining service weapons. |
| WALL FINISHES:       | Provide sound absorptive materials on walls.   |
| FLOORING:            | Provide sealed concrete.   |
| CEILING:             | Provided suspended acoustical tile system.   |
| HVAC:                | <b>Provide exhaust fan. Room should have standard heat and a/c.</b>                    |
| LIGHTING/ELECTRICAL: | Provide building standard lighting and electrical power.                               |
| EQUIPMENT:           | Provide barrel filled with sand and air compressor.                                    |
| FURNITURE:           | Provide bench - work height, chair, locking two-door cabinet.                          |
| PLUMBING:            | Provide mop sink with hot and cold water.  |
| SPECIAL FEATURES:    | Provide sound attenuation for all walls, cavities and above ceiling.                   |

|                        |  |
|------------------------|--|
| SPACE NUMBER:          | PA-11  |
| SPACE NAME:            | Uniform Storage Room/Laundry Room  |
| SPACE SIZE:            | 300 SF   |
| DESCRIPTION:           | Provides storage for dry-cleaned police uniforms for 100 officers.   |
| WALL FINISHES:         | Provide building standard.   |
| FLOORING:              | Provide building standard vinyl composition tile.  |
| CEILING:               | Provide suspended acoustical tile system.  |
| HVAC:                  | Provide building standard.   |
| LIGHTING/ELECTRICAL:   | Provide building standard.   |
| FURNISHINGS/EQUIPMENT: | Provide hanging rods and shelves. Provide bins for supplies and labeling materials for laundry drop-off.   |
| SPECIAL CONDITION:     | Provide arrangement in a linear fashion with hanging rods and shelf above along both sides, with an entrance at each end. One entrance should be from within the secured patrol area within the station, and the opposite entry from the exterior, accessible by cleaning vendor. Provide scan system for locking and CCTV monitoring equipment. |

SPACE NUMBER: PA-12

SPACE NAME: Galley

SPACE SIZE: 110 SF (each – one of 2 A-11 for other space)

DESCRIPTION: Provides an area for staff to store and warm pre-prepared meals.

WALL FINISHES: Provide building standard with easily cleanable surfaces.

FLOORING: Provide building standard vinyl composition tile.

CEILING: Provide suspended acoustical tile system.

HVAC: Provide building standard.

LIGHTING/ELECTRICAL: Provide building standard. Provide exhaust fan with a vent to building exterior.

FURNISHINGS/EQUIPMENT: Provide refrigerator, microwave, upper cabinets and base cabinets with drawers. Provide one soft drink machine and a candy/chip vending machine. Provide a table and chairs. Provide cable TV and TV set and recycle bins.

|                      |  |
|----------------------|--|
| SPACE NUMBER:        | PA-13  |
| SPACE NAME:          | Evidence Processing  |
| SPACE SIZE:          | 140 SF   |
| DESCRIPTION:         | A secure room is required for the processing of evidence materials, pending transport to main evidence storage. The standards for evidence rooms established by Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA), Fourth Edition shall be maintained.                    |
| PARTITIONS:          | Provide slab-to-slab partition.  |
| WALL FINISHES:       | Provide building standard paint.   |
| FLOORING:            | Provide non-slip tile or concrete.   |
| CEILING:             | Provide building standard suspended acoustical tile.   |
| HVAC:                | Provide additional humidity control for narcotics drop.  |
| LIGHTING/ELECTRICAL: | Provide building standard fixtures and outlets.  |
| TELEPHONE/DATA:      | Provide telephone and computer data lines. Provide data connection to full law enforcement databases, LAN.   |
| SPECIAL FEATURES:    | Provide security alarm connected to reception staff work area and police officer work area. Equip room with bar-code label system with inventory control computer linked to central processing unit. Provide a locker or container built into the wall for the temporary storage of narcotics. |
| EQUIPMENT:           | Provide booking table with handcuff rings, wrapping and heat-sealing station, computer terminal and printer.   |



|                      |  |
|----------------------|--|
| SPACE NUMBER:        | PA-14  |
| SPACE NAME:          | Evidence Storage   |
| SPACE SIZE:          | 450 SF   |
| DESCRIPTION:         | A secure room is required for temporary storage of evidence materials pending transport to main evidence storage. The standards for evidence rooms established by CALEA, Fourth Edition shall be maintained. Evidence will be held at station for a limited duration before being transported to Central Evidence Facility.  |
| PARTITIONS:          | Provide slab-to-slab partition.  |
| WALL FINISHES:       | Provide building standard paint.   |
| FLOORING:            | Provide non-slip tile.   |
| CEILING:             | Provide building standard suspended acoustical tile.   |
| HVAC:                | Provide additional humidity control for narcotics drop and additional air changes for increased ventilation.   |
| LIGHTING/ELECTRICAL: | Provide building standard fixtures and outlets.  |
| TELEPHONE/DATA:      | Provide telephone and computer data lines.   |
| SPECIAL FEATURES:    | Provide security alarm connected to reception staff work area and police officer work area. Equip room with bar-code label system with inventory control computer linked to central processing unit. Provide a separate alarm.   |
| EQUIPMENT:           | <p>Provide “accordion style” storage shelving. Provide multiple sizes, ventilated evidence lockers including some two-way lockers, into which evidence may be dropped after hours to be logged and stored by technical staff the following morning. Provide cash drop, separately vented narcotics drop, pass-through window and door to evidence processing.</p> <p>Provide evidence/blood drying cabinet with collection pan, two stage filter, fan and vent to exterior.</p> <p>Provide a refrigerator for perishable evidence storage.</p> |

|                      |  |
|----------------------|--|
| SPACE NUMBER:        | PA-15  |
| SPACE NAME:          | Suspect Interrogation (4)  |
| SPACE SIZE:          | 80 SF  |
| DESCRIPTION:         | A secure room is required to question prisoners or suspects pending processing. Two rooms should be in or adjacent to detective work area and two in processing area. All must be linked to audio-visual monitoring software and recording equipment.          |
| PARTITIONS:          | Provide slab-to-slab partitions of concrete masonry units with steel reinforcement.  |
| WALL FINISHES:       | Provide painted concrete masonry unit walls.   |
| DOORS/HARDWARE:      | Provide hollow metal door and frame with wired vision light. Door should have a vision panel or shatter proof window.  |
| FLOORING:            | Provide sealed concrete floor, sloped to floor drain.  |
| CEILING:             | Provide expanded metal lath with plaster finish ceiling.   |
| HVAC:                | Provide standard building HVAC. Ducts crossing the secure perimeter should be provided with grilles or bars to prevent intrusion.  |
| LIGHTING/ELECTRICAL: | Allow no exposed electrical receptacles in this room.  |
| PLUMBING:            | Centrally located floor drain.   |
| SPECIAL FEATURES:    | Lighting fixtures, HVAC grilles and exposed bolts are to be detention type, tamper- proof materials.   |
| EQUIPMENT:           | Provide table and durable seating with shackles. Provide panic button or “10-50” button, tied to building-wide alarm. Provide view window to audio-visual monitoring room with one-way glass. Provide closed circuit TV camera and microphones with recording. |

|                      |  |
|----------------------|--|
| SPACE NUMBER:        | PA-16  |
| SPACE NAME:          | Audio-Visual Monitoring  |
| SPACE SIZE:          | 80 SF  |
| DESCRIPTION:         | A secure room is required to observe prisoners or suspects during interrogation pending or during processing.  |
| PARTITIONS:          | Provide slab-to-slab partitions of concrete masonry units with steel reinforcement.  |
| WALL FINISHES:       | Provide painted concrete masonry unit walls.   |
| DOORS:               | Provide hollow metal door and frame with wired vision lite.  |
| FLOORING:            | Provide sealed concrete floor, sloped to floor drain.  |
| CEILING:             | Provide building standard suspended acoustical tile system.  |
| HVAC:                | Provide standard building HVAC.  |
| LIGHTING/ELECTRICAL: | Provide dimmable room lighting and standard receptacles.   |
| EQUIPMENT:           | Provide table and durable seating with shackles. Provide panic button or “10-50” button, tied to building-wide alarm. Provide view window to interrogation room with one-way glass. Provide closed circuit TV camera and microphones with recording VCR. |

|                      |  |
|----------------------|--|
| SPACE NUMBER:        | PA-1 7   |
| SPACE NAME:          | Victim/Witness Waiting   |
| SPACE SIZE:          | 120 SF   |
| DESCRIPTION:         | Private waiting rooms for crime victims and witnesses are required. These rooms could be in the unsecured public portion of the facility, but may provide additional flexibility as multipurpose rooms within the secured staff area. Furnishings should be attractive. This room should be in or adjacent to detective work area. |
| PARTITIONS:          | Provide slab-to-slab partitions. At the current time, no prisoner interrogations are foreseen at this facility, however full height walls would facilitate an easy transition for that capability at a later date.   |
| WALL FINISHES:       | Provide building standard, easily cleanable finishes.  |
| DOOR/HARDWARE:       | Provide building standard solid core, paint grade wood door. Door should have a window.  |
| FLOORING:            | Provide building standard carpet.  |
| CEILING:             | Provide building standard suspended acoustical tile system.  |
| HVAC:                | Provide building standard HVAC, zoned separately as other part-time use spaces.  |
| LIGHTING/ELECTRICAL: | Provide building standard fluorescent lay-in type fixtures.<br>Provide standard electrical power.  |
| TELEPHONE/DATA:      | Provide standard telephone outlet. Provide panic button or "10-50" button, tied to building-wide alarm.  |

|                      |  |
|----------------------|--|
| SPACE NUMBER:        | PA-18  |
| SPACE NAME:          | Victim/Witness Interview   |
| SPACE SIZE:          | 80 SF  |
| DESCRIPTION:         | Private rooms for interview of crime victims and witnesses are required. Furnishings should be attractive. This room should be in or adjacent to detective work area.  |
| PARTITIONS:          | Provide slab-to-slab partitions. At the current time, no prisoner interrogations are foreseen at this facility, however full height walls would facilitate an easy transition for that capability at a later date. |
| WALL FINISHES:       | Provide building standard, easily cleanable finishes.  |
| DOOR/HARDWARE:       | Provide building standard solid core, paint grade wood door. Door should have window and scan access lock.   |
| FLOORING:            | Provide building standard carpet.  |
| CEILING:             | Provide building standard suspended acoustical tile system.  |
| HVAC:                | Provide building standard HVAC, zoned separately as other part-time use spaces.  |
| LIGHTING/ELECTRICAL: | Provide building standard fluorescent lay-in type fixtures. Provide standard electrical power.   |
| TELEPHONE/DATA:      | Provide standard telephone outlet. Provide panic button or "10-50" button, tied to building-wide alarm.  |
| EQUIPMENT:           | Provide closed circuit TV camera and microphones with recording VCR.   |

|                      |   |
|----------------------|---|
| SPACE NUMBER:        | PA-19   |
| SPACE NAME:          | Breathalyzer/In-toximeter Room  |
| SPACE SIZE:          | 80 SF   |
| DESCRIPTION:         | A secure room is required to temporarily detain and administer in-toximeter test to prisoners or suspects pending processing for DWI.   |
| PARTITIONS:          | Provide slab-to-slab partitions of concrete masonry units with steel reinforcement.   |
| WALL FINISHES:       | Provide painted concrete masonry unit walls.  |
| DOORS/HARDWARE:      | Provide steel scan access lock. Door should have a vision panel or shatter proof window.  |
| FLOORING:            | Provide sealed concrete floor, sloped to floor drain.   |
| CEILING:             | Provide expanded metal lath with plaster finish ceiling.  |
| HVAC:                | Provide standard building HVAC. Ducts crossing the secure perimeter should be provided with grilles or bars to prevent intrusion.   |
| LIGHTING/ELECTRICAL: | Allow no exposed electrical receptacles in this room.   |
| PLUMBING:            | Centrally located floor drain.  |
| SPECIAL FEATURES:    | Lighting fixtures, HVAC grilles and exposed bolts are to be detention type, tamper- proof materials.  |
| EQUIPMENT:           | Provide built-in stainless steel seating with shackle bars. Provide panic button or "10-50" button, tied to building-wide alarm. Need telephone connection and/or connection to State system for meter. |

|                      |  |
|----------------------|--|
| SPACE NUMBER:        | PA-20  |
| SPACE NAME:          | Prisoner Holding Cells/Rooms (4 rooms – 2 male and 2 female)   |
| SPACE SIZE:          | 80 SF  |
| DESCRIPTION:         | A secure room is required to temporarily detain prisoners or suspects pending processing for DWI. Must be separate spaces for adults – male – female.  |
| PARTITIONS:          | Provide slab-to-slab partitions of concrete masonry units with steel reinforcement.  |
| WALL FINISHES:       | Provide painted concrete masonry unit walls, with at least one wall to be open mesh with steel frame.  |
| DOORS/HARDWARE:      | Provide steel door with scan access lock. Door should have a vision panel or shatter proof window.   |
| FLOORING:            | Provide sealed concrete floor, sloped to floor drain.  |
| CEILING:             | Provide expanded metal lath with plaster finish ceiling.   |
| HVAC:                | Provide standard building HVAC. Ducts crossing the secure perimeter should be provided with grilles or bars to prevent intrusion.  |
| LIGHTING/ELECTRICAL: | Allow no exposed electrical receptacles in this room.  |
| PLUMBING:            | Provide centrally located floor drain.   |
| SPECIAL FEATURES:    | Lighting fixtures, HVAC grilles and exposed bolts are to be detention type, tamper- proof materials.   |
| EQUIPMENT:           | Provide built-in stainless steel seating with shackle bars. Provide panic button or “10-50” button, tied to building-alarm. Provide closed circuit TV camera and microphones with recording (to operate 24 hours per day whenever cells are occupied.) Need first aid kit. |

|                      |   |
|----------------------|---|
| SPACE NUMBER:        | PA-21   |
| SPACE NAME:          | Booking/Fingerprint   |
| SPACE SIZE:          | 80 SF   |
| DESCRIPTION:         | A secure room to temporarily detain suspects as they have their fingerprints taken and information is collected.  |
| PARTITIONS:          | Provide slab-to-slab partitions of concrete masonry units with steel reinforcement.   |
| WALL FINISHES:       | Provide painted concrete masonry unit walls.  |
| DOORS/HARDWARE:      | Provide steel mesh door with prison type lock. Any door should have a window.   |
| FLOORING:            | Provide sealed concrete floor, sloped to floor drain.   |
| CEILING:             | Provide expanded metal lath with plaster finish ceiling.  |
| HVAC:                | Provide standard building HVAC. Ducts crossing the secure perimeter should be provided with grilles or bars to prevent intrusion.   |
| LIGHTING/ELECTRICAL: | Allow no exposed electrical receptacles in this room.   |
| PLUMBING:            | Centrally located floor drain.  |
| SPECIAL FEATURES:    | Lighting fixtures, HVAC grilles and exposed bolts are to be detention type, tamper- proof materials.  |
| EQUIPMENT:           | Provide built-in stainless steel seating. Provide panic button or "10-50" button, tied to building-wide alarm. Provide closed circuit TV camera and microphones with recording DVD. |



|                      |   |
|----------------------|---|
| SPACE NUMBER:        | PA-22   |
| SPACE NAME:          | Prisoner Holding - Male Juvenile  |
| SPACE SIZE:          | 100 SF  |
| DESCRIPTION:         | A secure room is required to temporarily detain prisoners or suspects pending transportation to Central Processing Unit. Site and sound separation must be maintained between juvenile and adult offenders.               |
| PARTITIONS:          | Provide slab-to-slab partitions of concrete masonry units with steel reinforcement.   |
| WALL FINISHES:       | Provide painted concrete masonry unit walls.  |
| DOORS/HARDWARE:      | Provide steel door with scan access lock.   |
| FLOORING:            | Provide sealed concrete floor, sloped to floor drain.   |
| CEILING:             | Provide expanded metal lath with plaster finish ceiling.  |
| HVAC:                | Provide standard building HVAC. Ducts crossing the secure perimeter should be provided with grilles or bars to prevent intrusion.   |
| LIGHTING/ELECTRICAL: | Allow no exposed electrical receptacles in this room.   |
| PLUMBING:            | Centrally located floor drain.  |
| SPECIAL FEATURES:    | Lighting fixtures, HVAC grilles and exposed bolts are to be detention type, tamper- proof materials.  |
| EQUIPMENT:           | Provide built-in stainless steel seating. Provide panic button or "1 0-50" button, tied to building-wide alarm. Provide closed circuit TV camera and microphones, with recording DVD. Provide wall mounted First Aid kit. |

|                      |  |
|----------------------|--|
| SPACE NUMBER:        | PA-23  |
| SPACE NAME:          | Prisoner Holding - Female Juvenile   |
| SPACE SIZE:          | 100 SF   |
| DESCRIPTION:         | A secure room is required to temporarily detain prisoners or suspects pending transportation to Central Processing Unit. Site and sound separation must be maintained between juvenile and adult offenders.              |
| PARTITIONS:          | Provide slab-to-slab partitions of concrete masonry units with steel reinforcement.  |
| WALL FINISHES:       | Provide painted concrete masonry unit walls.   |
| DOORS/HARDWARE:      | Provide steel door with scan access lock.  |
| FLOORING:            | Provide sealed concrete floor, sloped to floor drain.  |
| CEILING:             | Provide expanded metal lath with plaster finish ceiling.   |
| HVAC:                | Provide standard building HVAC. Ducts crossing the secure perimeter should be provided with grilles or bars to prevent intrusion.  |
| LIGHTING/ELECTRICAL: | Allow no exposed electrical receptacles in this room.  |
| PLUMBING:            | Centrally located floor drain.   |
| SPECIAL FEATURES:    | Lighting fixtures, HVAC grilles and exposed bolts are to be detention type, tamper- proof materials.   |
| EQUIPMENT:           | Provide built-in stainless steel seating. Provide panic button or "10-50" button, tied to building-wide alarm. Provide closed circuit TV camera and microphones, with recording DVD. Provide wall mounted First Aid kit. |

|                      |   |
|----------------------|---|
| SPACE NUMBER:        | PA-24   |
| SPACE NAME:          | Men's Staff Toilet  |
| SPACE SIZE:          | 80 SF   |
| DESCRIPTION:         | A separate toilet in the secured area is required for officer and staff use.  |
| PARTITIONS:          | Provide slab-to-slab partitions.  |
| WALL FINISHES:       | Provide ceramic tile wainscoting.   |
| DOORS/HARDWARE:      | Provide solid core wood or steel door with sound attenuating core, with closers. Provide door pulls, and push and kick plates, all with durable finish.   |
| FLOORING:            | Provide ceramic tile floor, of no more than 6" square size. Slope concrete slab to centrally located floor drain.   |
| CEILING:             | Provide moisture-resistant, vinyl covered suspended acoustical tile system.<br><br>Provide a ceiling-mounted 125 CFM exhaust fan and associated ductwork. The exhaust fan should be connected to lighting switch, and vented directly to building exterior.   |
| LIGHTING/ELECTRICAL: | Provide lay-in fluorescent lighting fixtures controlled by separate wall switch. Provide GFI type outlets at plumbing areas.  |
| TOILET ACCESSORIES:  | Provide flush valve water closet with associated water supply, waste and vent lines. Provide hot and cold water supply, waste and vent lines for lavatory.<br><br>Provide standard toilet room accessories. Accessories should include a minimum of the following: mirror, roll paper dispenser, paper towel dispenser, waste receptacle and liquid soap dispenser. Provide toilet accessories suitable for high use. |

|                      |   |
|----------------------|---|
| SPACE NUMBER:        | PA-25   |
| SPACE NAME:          | Women's Staff Toilet  |
| SPACE SIZE:          | 80 SF   |
| DESCRIPTION:         | A separate toilet in the secured area is required for officer and staff use.  |
| PARTITIONS:          | Provide slab-to-slab partitions.  |
| WALL FINISHES:       | Provide ceramic tile wainscoting.   |
| DOORS/HARDWARE:      | Provide solid core wood or steel door with sound attenuating core, with closers. Provide door pulls, and push and kick plates, all with durable finish.   |
| FLOORING:            | Provide ceramic tile floor, of no more than 6" square size. Slope concrete slab to centrally located floor drain.   |
| CEILING:             | Provide moisture-resistant, vinyl covered suspended acoustical tile system.<br><br>Provide a ceiling-mounted 125 CFM exhaust fan and associated ductwork. The exhaust fan should be connected to lighting switch, and vented directly to building exterior.   |
| LIGHTING/ELECTRICAL: | Provide lay-in fluorescent lighting fixtures controlled by separate wall switch. Provide GFI type outlets at plumbing areas.  |
| TOILET ACCESSORIES:  | Provide flush valve water closet with associated water supply, waste and vent lines. Provide hot and cold water supply, waste and vent lines for lavatory.<br><br>Provide standard toilet room accessories. Accessories should include a minimum of the following: mirror, roll paper dispenser, paper towel dispenser, waste receptacle and liquid soap dispenser. Provide toilet accessories suitable for high use. |

|                      |   |
|----------------------|---|
| SPACE NUMBER:        | PA-26   |
| SPACE NAME:          | Unisex Toilet for Arrestees/Prisoners   |
| SPACE SIZE:          | 80 SF   |
| DESCRIPTION:         | A separate toilet in the secured area is required for arrestees.  |
| PARTITIONS:          | Provide slab-to-slab partitions.  |
| WALL FINISHES:       | Provide ceramic tile wainscoting.   |
| DOORS/HARDWARE:      | Provide solid core wood or steel door with sound attenuating core, with closers. Provide door pulls, and push and kick plates, all with durable finish.   |
| FLOORING:            | Provide ceramic tile floor, of no more than 6" square size. Slope concrete slab to centrally located floor drain.   |
| CEILING:             | Provide moisture-resistant, vinyl covered suspended acoustical tile system.<br><br>Provide a ceiling-mounted 125 CFM exhaust fan and associated ductwork. The exhaust fan should be connected to lighting switch, and vented directly to building exterior.   |
| LIGHTING/ELECTRICAL: | Provide lay-in fluorescent lighting fixtures controlled by separate wall switch. Provide GFI type outlets at plumbing areas.  |
| TOILET ACCESSORIES:  | Provide flush valve water closet with associated water supply, waste and vent lines. Provide hot and cold water supply, waste and vent lines for lavatory.<br><br>Provide standard toilet room accessories. Accessories should include a minimum of the following: mirror, roll paper dispenser, paper towel dispenser, waste receptacle and liquid soap dispenser. Provide toilet accessories suitable for high use. |

|                      |   |
|----------------------|---|
| SPACE NUMBER:        | PA-27   |
| SPACE NAME:          | Men's Locker Room   |
| SPACE SIZE:          | <p>Locker Area: 1,200 SF</p> <p>Shower Area: 120 SF</p> <p>Toilet Area: 200 SF</p>  |
| DESCRIPTION:         | Provides dressing room and shower facilities for male officers.   |
| WALL FINISHES:       | Provide paint in locker area with full height tile in shower area and toilet area.  |
| FLOORING:            | Provide tile or resilient flooring in locker room area. Provide non-slip ceramic tile in shower area. Slope concrete slab to centrally located floor drain. |
| CEILING:             | Provide moisture-resistant acoustical tile.   |
| LIGHTING/ELECTRICAL: | Provide moisture-resistant fixtures and GFI receptacles in wet areas.   |
| PLUMBING:            | Provide centrally located floor drain and hot and cold water.   |
| FURNITURE:           | Provide stationary benches.   |
| EQUIPMENT:           | Provide at least 150 full-height lockers with combination locks. Lockers should be well ventilated, heavy-duty type with finish color baked on.             |

|                      |   |
|----------------------|---|
| SPACE NUMBER:        | PA-28   |
| SPACE NAME:          | Women's Locker/Shower   |
| SPACE SIZE:          | <p>Locker Area: 300 SF</p> <p>Shower Area 45 SF</p> <p>Toilet Area 70 SF</p>  |
| DESCRIPTION:         | Provides dressing room and shower facilities for female officers.   |
| WALL FINISHES:       | Provide paint in locker area with full height tile in shower area.  |
| FLOORING:            | Provide tile or resilient flooring in locker room area. Provide non-slip ceramic tile in shower area. Slope concrete slab to centrally located floor drain. |
| HVAC:                | Provide exhaust fan and building standard heat and air vents.   |
| CEILING:             | Provide moisture-resistant acoustical tile.   |
| LIGHTING/ELECTRICAL: | Provide moisture-resistant fixtures and GFI receptacles in wet areas.   |
| PLUMBING:            | Provide centrally located floor drain and hot and cold water.   |
| FURNITURE:           | Provide stationary benches.   |
| EQUIPMENT:           | Provide at least 60 full-height lockers with combination locks. Locker should be well ventilated, heavy-duty type with finish color baked on.               |

|                  |   |
|------------------|---|
| SPACE NUMBER:    | PA-29   |
| SPACE NAME:      | Exercise Room   |
| SPACE SIZE:      | 830 SF  |
| DESCRIPTION:     | Provides room for officers to exercise and workout. This space should include a closet.   |
| WALL FINISHES:   | Provide wall mirrors, acoustically absorptive material and building standard trim paint.  |
| FLOORING:        | Provide special athletic flooring over concrete slab.   |
| CEILING:         | Provide suspended acoustical tile.  |
| HVAC:            | Provide exhaust fan vent along with building standard heat and air conditioning.  |
| PLUMBING:        | Provide electric water cooler.  |
| FURNITURE:       | Provide video cabinet.  |
| TELEPHONE/IDATA: | Provide telephone outlet and cable TV connection.   |
| EQUIPMENT:       | Provide free weights, packaged workout machines:<br>Stair Climbing Machine<br>Exercise Bike - Stationary<br>Rowing Machine<br>Treadmills<br>Universal Weights |



SPACE NUMBER: BC-1

SPACE NAME: Telephone Closet

SPACE SIZE: 80 SF min per floor

DESCRIPTION: A room is required for the building telephone switching equipment.

WALLS FINISHES: Provide building standard.

FLOORING: Provide building standard VCT.

CEILING: Provide building standard suspended acoustical tile.

LIGHTING/ELECTRICAL: Provide building standard.

FURNISHINGS/EQUIPMENT: Provide plywood surface on rear wall to mount switchgear.

|                 |   |
|-----------------|---|
| SPACE NUMBER:   | BC-2  |
| SPACE NAME:     | Mechanical/Electrical   |
| SPACE SIZE:     | As Required   |
| DESCRIPTION:    | A room is required to house air-handling units, water heater, electric service panel, sprinkler riser, if any, fire alarm panel, etc. |
| WALLS FINISHES: | Provide paint on CMU walls with required fire-rating.   |
| FLOORING:       | Provide sealed concrete.  |
| CEILING:        | None required.  |
| LIGHTING:       | Provide pendant hung shop type fluorescent strips.  |
| PLUMBING:       | Provide floor drain at water heater location.   |

|                      |   |
|----------------------|---|
| SPACE NUMBER:        | BC-3  |
| SPACE NAME:          | Janitor   |
| SPACE SIZE:          | 60 SF main floor (40 SF per typical floor)  |
| DESCRIPTION:         | Provides area for maintenance staff to store cleaning supplies.                   |
| WALL FINISHES:       | Provide ceramic tile.   |
| FLOORING:            | Provide ceramic tile floor. Slope concrete slab to centrally located floor drain. |
| CEILING:             | Provide moisture resistant acoustical tile.                                       |
| HVAC:                | Provide building standard.  |
| LIGHTING/ELECTRICAL: | Provide building standard.  |
| PLUMBING:            | Provide mop sink, floor drain, hot and cold water.                                |
| EQUIPMENT:           | Provide built-in shelving.  |

|                        |  |
|------------------------|--|
| SPACE NUMBER:          | SA-1   |
| SPACE NAME:            | Flare Storage  |
| SPACE SIZE:            | 150 SF   |
| DESCRIPTION:           | A shed is required for the storage of road flares. A minimum of 15' is required between the shed and any other structure or appropriate protection is required if designed within the main building. |
| FLOORING:              | Provide sealed concrete slab.  |
| WALLS/CEILING:         | Provide fire code gypsum board on non-combustible framing or CMU.  |
| LIGHTING/ELECTRICAL:   | Provide fixtures and receptacles suitable for moderate hazard locations.   |
| HVAC:                  | Provide means to keep space well ventilated.   |
| FURNISHINGS/EQUIPMENT: | Provide metal storage shelving.  |

|                      |  |
|----------------------|--|
| SPACE NUMBER:        | SA-2   |
| SPACE NAME:          | Bicycle Storage Shed   |
| SPACE SIZE:          | 300 SF   |
| DESCRIPTION:         | Provides storage for 15 police bicycles and space for lost/recovered bicycles.           |
| WALL FINISHES:       | Provide weather-resistant paint.   |
| FLOORING:            | Provide sealed concrete slab, non-slip finish.   |
| CEILING:             | No ceiling required.   |
| LIGHTING/ELECTRICAL: | Provide building standard.   |
| HVAC:                | Provide modular space heater only.   |
| FURNITURE:           | Hanging bicycle racks to accommodate eight bicycles and workbench for small repair jobs. |
| EQUIPMENT:           | Provide air compressor.  |

|                      |  |
|----------------------|--|
| SPACE NUMBER:        | SA-3   |
| SPACE NAME:          | Motorcycle Storage Shed  |
| SPACE SIZE:          | 500 SF   |
| DESCRIPTION:         | Provides storage for eight to ten Harley Davidson motorcycles.       |
| WALL FINISHES:       | Provide weather resistant paint.                                     |
| FLOORING:            | Provide sloped, sealed concrete slab with drain, non--slip finish.   |
| CEILING:             | No ceiling required.   |
| HVAC:                | Provide modular space heater only.                                   |
| LIGHTING/ELECTRICAL: | Provide appropriate, weather-protected lighting and outlets.         |
| EQUIPMENT:           | Provide air compressor.  |
| PLUMBING:            | Provide sink with hot and cold water, centrally located floor drain. |
| FURNITURE:           | Provide 8 – 10 lockers, shelving and wall hooks for gear.            |
| SPECIAL FEATURES:    | Security monitored by CCTV cameras. Scan card access and locks.      |

|                        |   |
|------------------------|---|
| SPACE NUMBER:          | SA-4  |
| SPACE NAME:            | Vehicle Service Bay   |
| SPACE SIZE:            | 575 SF  |
| DESCRIPTION:           | An area is required to perform periodic maintenance on patrol vehicles or perform minor repairs. This area should have the capability to be secured completely. |
| FLOORING:              | Provide sealed concrete slab with inspection pit.   |
| WALLS/CEILING:         | Provide painted CMU walls; open ceiling.  |
| DOORS:                 | Provide electronically controlled, alarmed roll-up door.  |
| LIGHTING/ELECTRICAL:   | Provide shop type fluorescent strip fixtures with protective metal cover. Provide security alarm connected to operations desk.                                  |
| HVAC:                  | Provide packaged air conditioning/heating unit.   |
| PLUMBING:              | Provide sink with drain, hot and cold water, and floor drain with grease interceptor. Provide water hose.   |
| FURNISHINGS/EQUIPMENT: | Provide air compressor, vacuum station. Provide CCTV camera monitored at staff work area.   |

|                        |   |
|------------------------|---|
| SPACE NUMBER:          | SA-5  |
| SPACE NAME:            | Vehicle Processing Area   |
| SPACE SIZE:            | 750 SF  |
| DESCRIPTION:           | An area is required for “dusting down” and inspecting crime/seized vehicles. It should share common space with the Vehicle Service/Motorcycle Storage Area, but be capable of being physically secured. |
| FLOORING:              | Provide sealed concrete slab with inspection pit.   |
| WALLS/CEILING:         | Provide painted CMU walls; open ceiling.  |
| DOORS:                 | Provide electronically controlled, alarmed roll-up door.  |
| LIGHTING/ELECTRICAL:   | Provide shop type fluorescent strip fixtures with protective metal cover. Provide security alarm connected to operations desk.  |
| HVAC:                  | Provide packaged air conditioning/heating unit.   |
| PLUMBING:              | Provide sink with drain, hot and cold water and floor drain.  |
| FURNISHINGS/EQUIPMENT: | Provide air compressor. Provide lockable evidence storage and drying cabinet.   |



|                      |  |
|----------------------|--|
| SPACE NUMBER:        | SA-6   |
| SPACE NAME:          | Enclosed Sally Port  |
| SPACE SIZE:          | 640 SF   |
| DESCRIPTION:         | Provides a cover and contained place for loading and unloading prisoners. Need garage type door on each end for drive thru with automated opening (scan card or remote). |
| WALL FINISHES:       | Provide weather resistant paint.   |
| FLOORING:            | Provide sloped, sealed concrete slab with drain, non--slip finish.   |
| CEILING:             | No ceiling required.   |
| HVAC:                | Provide modular space heater only.   |
| LIGHTING/ELECTRICAL: | Provide appropriate, weather-protected lighting and outlets.   |
| EQUIPMENT:           | none   |
| PLUMBING:            | none   |
| FURNITURE:           | none   |
| SPECIAL FEATURES:    | Security monitored by CCTV cameras. Scan card access and locks.  |

## **ENERGY PROGRAM OF REQUIREMENTS**

### **Introduction**

Energy efficiency and low operating costs are important design goals for this facility. The designer is required to meet an energy consumption budget on the facility as set by County Code. The designer must provide the expertise, teamwork and quality control to meet the energy consumption budget simultaneously with fixed cost of construction and all program requirements.

The designer shall specifically follow all design procedures of Energy Design Guidelines (EDG) latest edition. Major program elements in the EDG area are as follows:

- Overall Design - Design for energy efficiency must be controlled and verified by following the “road map” of required meetings, report and coordination points during each phase of design. Technologies and standards to be used are set by building size.
- Energy Analysis - Hourly energy analysis is required to demonstrate compliance with energy budget and perform life-cycle/cost analysis. Analysis to follow specified options and economic factors.
- Thermal Envelope Design - Envelope must be well insulated, free of drafts and cold interior surfaces and provide natural lighting into the building. Use ASHRAE 90/1 component packages for window area and insulation levels. NIST required details for air-tightness and thermal integrity, recommended glass and frame requirements and provide natural daylight of building perimeter.
- HVAC Design - Mechanical design must be efficient and readily maintainable. Designer must follow guidelines on plant and system types, high efficiency equipment, VFD's, pulse boilers, cooling towers, commissioning, refrigerant types and system design standards.
- Energy Management Systems - DDC controls are required for automatic temperature control and energy management of HVAC systems and ON/OFF scheduling of exterior lights.
- Ventilation and IAG - The interior air quality must be healthy. Use of ASHRAE Standard 62 is required.
- Lighting Design - Lighting design must be of high quality; meeting IES recommended light levels on tasks, visually comfortable, free of reflected glare, using high-efficiency lamps, ballasts, fixtures and controls as specified. Facility must use 65 percent or less of the lighting wattage budget established by ASHRAE 90.1-1989 Standard.

### **Energy Budget**

County regulations require that building designs meet preset energy budgets. For the police facilities an energy budget of 100 Thousand Btu per gross interior square foot per year has been set for the facility as a whole. The facility designer must analyze the facility as a whole for energy conservation opportunities and include equipment items for the project necessary to meet the energy budget.

The budget figure includes all metered energy use at the site, including energy for HVAC systems, lighting of the building and grounds, elevators, motors, water heating and receptacles. The facility designer is responsible for identifying cost-effective energy conservation strategies which will meet the Building Energy Budget. However, the County Department of Facilities and Services will determine which strategies are to be analyzed and which operations are to be implemented in design.

For purpose of certifying energy budget compliance, the consultant must use one of the programs currently accepted by the County, namely:

1. MICRO-DOE2.1
2. CARRIER E0-II Hourly Analysis Program
3. TRANCE TRACE 600 microcomputer version

The Energy Analysis shall include annual energy simulation of the following types of cases:

- “PEPCO Baseline”: Analysis of the complete facility with all parameters specified by the PEPCO baseline for inclusion in their New Building Design incentive program; Comprehensive Study approach.
- “Base Case” Analysis of the complete facility with all features definitely included in the program through ASHRAE Standard 90.1-1989 and DFS Energy Design Guidelines.
- “Alternative Packages” Alternative HVAC systems of building features as described under Life-Cycle- Cost analysis options below.

### **Life-Cycle Cost Analysis**

Life-Cycle-Cost Analysis will be performed to select the most economical in HVAC options for the facility over a 20 year analysis period. Preliminary options are as follows:

- a. Central High-efficiency reciprocating chiller with VAV air-handling and pulse combustion boilers for heating (Base Case)
- b. Split System Heat Pump
- c. Split System Air Conditioning with Gas Heat

Options will be finalized by DFS during Schematic Design.

### **Reporting Requirements**

Results of the Energy Analysis, Life-Cycle-Cost Analysis and Prescriptive Requirements Analysis must be properly documented for review by the County. Reports are due with the Schematic and Design Development submittals. The consultant must follow the energy report outlines literally and completely to fulfill contractual requirements for Schematic Design and Design Development work phases.

# Appendix -A

## PROGRAM SPACE SUMMARY CHART

| #                     | SPACE DESCRIPTION                         | SPACE QUANTITY | SPACE SIZE SF | TOTAL PROGRAMMABLE SF |
|-----------------------|---|----------------|---------------|-----------------------|
| <b>MAIN BUILDING</b>  |   |                |               |                       |
| <b>Public Spaces</b>  |   |                |               |                       |
| P-1                   | Public Lobby                              | 1              | 500           | 500                   |
| P-2                   | Victim Witness/Community Resources Office | 1              | 80            | 80                    |
| P-3                   | Interview Rooms 1 and 2                   | 2              | 85            | 170                   |
| P-4                   | Fingerprinting Alcove                     | 1              | 40            | 40                    |
| P-5                   | Public Meeting Room                       | 1              | 650           | 650                   |
| P-6                   | Men's Public Toilet                       | 1              | 80            | 80                    |
| P-7                   | Women's Public Toilet                     | 1              | 80            | 80                    |
| P-8                   | Reception Counter                         | 1              | 80            | 80                    |
|                       | <b>Subtotal Public Area</b>               |                |               | <b>1,680</b>          |
| <b>Administration</b> |   |                |               |                       |
| A-1                   | Commander's Office                        | 1              | 175           | 175                   |
| A-2                   | Lieutenant's Office                       | 4              | 150           | 600                   |
| A-3                   | Crime Analyst                             | 1              | 80            | 80                    |
| A-4                   | Community Services Officer                | 1              | 80            | 100                   |
| A-5                   | School Safety Officer with Assistant      | 1              | 140           | 140                   |
| A-6                   | Police District Service Assistant         | 1              | 80            | 80                    |
| A-7                   | Community Relations                       | 1              | 80            | 80                    |
| A-8                   | Community Policing Officer                | 1              | 80            | 80                    |
| A-9                   | Gang Coordinator                          | 1              | 80            | 80                    |
| A-10                  | Conference                                | 1              | 400           | 400                   |
| A-11                  | Staff Galley                              | 1              | 110           | 110                   |
| A-12                  | Storage Room                              | 1              | 80            | 80                    |
| A-13                  | Captain's Aide (OSC)                      | 1              | 68            | 68                    |
| A-14                  | Operations Area/Reception Staff Work Area | 1              | 300           | 300                   |
| A-15                  | Central Mail/Photocopy                    | 1              | 110           | 110                   |
| A-16                  | Storage                                   | 1              | 80            | 80                    |
| A-17                  | File Room                                 | 1              | 150           | 150                   |
| A-18                  | Volunteer Work Area                       | 1              | 80            | 80                    |
|                       | <b>Subtotal Administration</b>            |                |               | <b>2,793</b>          |

| Patrol Areas               |  |    |       |               |
|----------------------------|--|----|-------|---------------|
| PA-1                       | Sgt./Corporal's Offices                        | 15 | 120   | 1,800         |
| PA-2                       | SAT Office                                     | 1  | 160   | 160           |
| PA-3                       | SAT Storage Room                               | 1  | 150   | 150           |
| PA-4                       | Traffic Officer's Work Area                    | 1  | 160   | 160           |
| PA-5                       | Traffic Storage Room                           | 1  | 80    | 80            |
| PA-6                       | Detectives/Investigative Services Office       | 1  | 1,500 | 1,500         |
| PA-7                       | Detective's Secretary (OSC)                    | 1  | 64    | 64            |
| PA-8                       | Roll Call Room/Meeting Room                    | 1  | 800   | 800           |
| PA-9                       | Police Officer Work Area                       | 1  | 1,200 | 1,200         |
| PA-10                      | Weapons Cleaning Room                          | 1  | 100   | 100           |
| PA-11                      | Uniform Storage Room/Laundry Room              | 1  | 300   | 300           |
| PA-12                      | Galley   | 1  | 110   | 110           |
| PA-13                      | Evidence Processing                            | 1  | 140   | 140           |
| PA-14                      | Evidence Storage                               | 1  | 450   | 450           |
| PA-15                      | Suspect Interrogation                          | 4  | 80    | 320           |
| PA-16                      | Audio-Visual Monitoring                        | 1  | 80    | 80            |
| PA-17                      | Victim/Witness Waiting                         | 1  | 120   | 120           |
| PA-18                      | Victim/Witness Interview                       | 1  | 80    | 80            |
| PA-19                      | Breathalyzer In-toximeter Room                 | 1  | 80    | 80            |
| PA-20                      | Prisoner Holding Cells                         | 4  | 80    | 320           |
| PA-21                      | Booking/Fingerprinting                         | 1  | 80    | 80            |
| PA-22                      | Prisoner Holding - Male Juvenile               | 1  | 100   | 100           |
| PA-23                      | Prisoner Holding - Female Juvenile             | 1  | 100   | 100           |
| PA-24                      | Men's Staff Toilet                             | 1  | 80    | 80            |
| PA-25                      | Women's Staff Toilet                           | 1  | 80    | 80            |
| PA-26                      | Unisex Toilet for Arrestees/Prisoners          | 1  | 80    | 80            |
| PA-27                      | Men's Locker/Shower                            | 1  | 1,520 | 1,520         |
| PA-28                      | Women's Locker/Shower                          | 1  | 415   | 415           |
| PA-29                      | Exercise Room                                  | 1  | 830   | 830           |
|                            | <b>Subtotal Patrol Area</b>                    |    |       | <b>13,479</b> |
| Storage & Ancillary Spaces |  |    |       |               |
| SA-1                       | Flare Storage                                  | 1  | 150   | 150           |
| SA-2                       | Bicycle Storage                                | 1  | 300   | 300           |
| SA-3                       | Motorcycle Storage                             | 1  | 500   | 500           |
| SA-4                       | Vehicle Service Bay                            | 1  | 575   | 575           |
| SA-5                       | Vehicle Processing                             | 1  | 750   | 750           |
| SA-6                       | Enclosed Sally Port                            | 1  | 640   | 640           |
|                            | <b>Subtotal Storage &amp; Ancillary Spaces</b> |    |       | <b>2,915</b>  |

|  |                                   |          |          |                 |
|--|-----------------------------------|----------|----------|-----------------|
| <b>Building Common</b>                             |                                   |          |          |                 |
| BC-1   | Telephone Closet – Size as Requir | As Req'd | 80       | As Req'd        |
| BC-2   | Mechanical                        | As Req'd | As Req'd | As Req'd        |
| BC-3   | Janitor                           | As Req'd | 60       | As Req'd        |
|  | <b>Subtotal Building Common</b>   |          |          | <b>As Req'd</b> |
|  |                                   |          |          |                 |
| <b>Total Main Building</b>                         |                                   |          |          | <b>20,867</b>   |
| <b>Building Programmable SF to Gross SF Factor</b> |                                   |          |          | <b>1.8</b>      |
| <b>TOTAL BUILDING GROSS SF*</b>                    |                                   |          |          | <b>37,561</b>   |

\*Total Gross SF is approximated for cost calculations only. Final Building Gross SF will vary based on final building configuration.

## **PARKING REQUIREMENTS**

|                                  |                 |            |
|----------------------------------|-----------------|------------|
| General Business                 | Unsecure        | 10         |
| Public Visitors                  | Unsecure        | 25         |
| Vendors                          | Unsecure        | 2          |
| <u>Staff</u>                     | <u>Unsecure</u> | <u>20</u>  |
| Total                            | Unsecure        | 57         |
|                                  |                 |            |
| Staff (Private Vehicles)         | Secure          | 40         |
| Take Home Vehicles               | Secure          | 55         |
| Fleet Vehicles/motors            | Secure          | 40         |
| <u>Abandoned/Seized Vehicles</u> | <u>Secure</u>   | <u>6</u>   |
| Total                            | Secure          | 141        |
| <b>Total for Both</b>            |                 | <b>198</b> |

Vehicular access lanes must comply with County and State regulations. Fire lanes must be designed into the parking/driveway layout with approved fire hydrant locations.

**EXHIBIT B  
TO  
REQUEST FOR PROPOSALS  
FOR  
2<sup>ND</sup> DISTRICT POLICE STATION SITE  
7359 WISCONSIN AVENUE  
BETHESDA, MARYLAND**

**SITE SURVEY**



**SUPPLEMENTARY MATERIAL**

DO NOT WRITE  
IN THESE SPACES

APPROVED *[Signature]*

DATE *6-10-78*

BY *[Signature]*

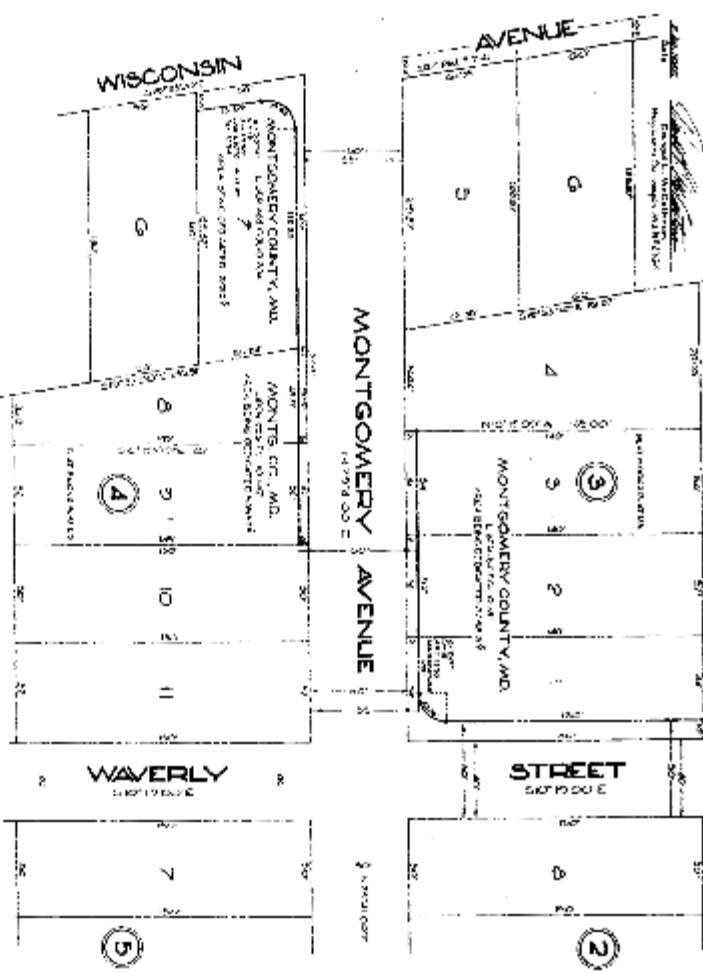
RECEIVED

SEARCHED INDEXED

SERIALIZED FILED

JUN 11 1978

FBI - NEW YORK



**OWNERS DECLARATION**

I, the undersigned, being the owner or one of the owners of the above described premises, hereby certify that the information furnished by me in connection with the application for a license to sell alcoholic beverages for consumption on the premises is true and correct.

SIGNED \_\_\_\_\_  
DATE \_\_\_\_\_

WITNESSES  
*[Signature]*  
*[Signature]*

**DEDICATION PLAT**  
FOR A PERSONAL  
MONTGOMERY AVE. S.W. 100' X 50'  
**HIGHLAND PARK**  
MONTGOMERY COUNTY, MD.  
JULY 1958 304211507

[illegible]